



Civil Process Manual



Spillman® Public Safety Software

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First Publication: April 2017

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Preface

Welcome to the *Civil Process Manual*.

This manual is written for users about how to use the Civil Process module, and for administrators about how to set up and maintain the module.

The Civil Process module is available to Spillman Flex.

Other manuals

The *RMS User Manual* provides information about the basic features of the software, including how to start and exit, navigate, use screens, search, print, and run reports. The *RMS User Manual* also explains how to use the Hub module, which comprises the tables used by most users.

The *Application Setup and Maintenance Manual* provides information for the Spillman Application Administrator (SAA) at your agency, including procedures for installing and maintaining the software. The *Code Table Setup and Maintenance Manual* provides information for adding and maintaining your agency's code tables. The *Security Setup and Maintenance Manual* provides information for protecting your agency's system and setting up system privileges.

Windows basics

Before using the software, be familiar with the standard features of Microsoft® Windows®. At a minimum, know how to do the following:

- Use a mouse or keyboard to perform basic tasks, such as choosing menu options and buttons
- Work with windows, such as selecting, minimizing, restoring, maximizing, sizing, scrolling, closing, and so forth
- Work with dialog boxes

If these tasks are unfamiliar, then refer to your Windows online documentation or complete an online Window tour.

Manual conventions

When using this manual, note the following conventions.

Convention	Meaning/Use	Examples
bold	Used for names of options, text boxes, buttons, fields, and other items that appear on the screen.	OK is a button on the screen. Click OK , or press Enter.
angle bracket (>) between items	Shows the menu option(s) that must be selected, in sequence, to get to a specific option.	From the Start menu, select All Programs > Spillman > Spillman Mobile .
plus sign (+) between keys	Used for keys that are pressed at the same time. Hold down the first key, and then press the other key(s). When a keystroke is available for a mouse action, both the mouse action and the keystroke are presented.	Press Ctrl+E. Click Close , or press Ctrl+F4.
comma (,) between keys	Used for keys that are pressed in sequence. Press and release each key, in the order shown.	Press Alt, F, O to open the File Options dialog box.
Courier font	Used for displayed text. Used for table names.	The software prompts: Are you sure you want to delete this record? Open the Names table (nmmain).
bold Courier font	Used for information you enter.	Enter the street address, such as 401 W Sycamore St.
<i>italics</i>	Used for emphasis. Used for variable information you supply.	Enter the date, using the <i>mm/dd/yyyy</i> format.

The following boxes indicate special information.

NOTE

Notes call attention to information that is of particular importance or that varies depending on a particular condition, such as the way your Spillman Application Administrator (SAA) has configured the software.

TIP

Tips present recommendations, optional actions, and additional ways to perform specific tasks.

CAUTION

Cautions point out actions that might endanger your data or its integrity (usefulness) or cause other problems later.

Features on your computer depend on your software version, modules, and privileges. Actual screens on your computer might vary from the example screens shown in this manual. However, any differences are minor and do not affect the tasks being described.

To find more manuals, visit [MySpillman](#) or the [Spillman Knowledgebase](#).

Chapter 1

User Information

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Introduction

The Civil Process module lets you manage the receipt, service, and return of service for all types of civil processes for a law enforcement agency. You enter each process received into the software and then enter service information for each person involved. The software prints service worksheets, returns, and statements of process cost upon request, using the information the Civil department entered. Each return specifically describes the type of process that was served.

Civil Process accommodates processes that have any number of plaintiffs, defendants, witnesses, or garnishees. The name and personal information of each person involved with a process goes into a record in the Names table.

Using code tables that your agency maintains, the software calculates fees, mileage charges, miscellaneous charges, and amounts receivable and refundable.

NOTE

Your individual software security clearance, as established by your Spillman Application Administrator (SAA) might prevent you from accessing some of the programs, tables, buttons and reports described in this manual.

Understanding the Civil Process table

Each process that you enter into the software consists of a Civil Process record (which lists the process types), court and judge information, applicable dates, and billing information. Associated with the Civil Process record are screens detailing associated names and charges. From each Civil Process record, you can generate returns, service worksheets, and a statement of process costs.

Using the **Chgs** button, you can access the Charges/Payments screen for the current Civil Process record. This screen lists all charges and payments associated with the process, whether entered directly in this screen or posted from the Service Attempts window on the Civil Names screen. Columns on this screen tally monies received and monies owed by the Bill To person, the amount due, and the payments made to the responsible agency and any other persons.

Using the **Names** button, you can access the Civil Names screen for the current Civil Process record. The Civil Names screen holds records for all persons associated with the current Civil Process record: defendants, witnesses, garnishees, plaintiffs, attorneys, and others. It provides both name and service information.

Each Civil Names screen contains a Service Attempts detail window for entering information on service attempts. In addition, the **Service Requirements** field lets you enter complete written details on service requirements for the current case.

For in-depth information on the Civil Process screen and its detail screens, refer to [“Adding Civil Processes” on page 15](#).

NOTE

Whenever you display a name, the software checks both the Wanted Persons table and the Civil Process module to determine whether the person is wanted. If an active warrant is associated with the person, then the software displays an alert by the person's name.

Understanding the Civil Service Attempts Entry item

The Civil Service Attempts Entry item (`civlupdt`) on the Civil Process menu lets you quickly enter information about attempts to serve a civil process. Enter the Process number as well as the Name number of the person on whom the service attempt was made. The Service Attempts detail window appears so that you can enter the remaining information. For instructions, see [“Tracking attempts to serve a civil process” on page 26](#).

Understanding the Civil Garnishment program

The Civil Garnishment program (`garnish`) contains all the tools necessary for tracking continuing garnishments, recording receipts and charges, and calculating both interest and principal due at any point in the process. The program tracks accrual of commission and fees and adjusts the judgment due appropriately.

Understanding the Civil Integrity program

Use the Civil Integrity program (`civlnteg`) as necessary to ensure that all outstanding civil account balances are included in the following Civil Process reports: Civil Accounts Payable Summary, Civil Accounts Receivable Summary, and Civil Check Print/Post.

Understanding the Civil Check Print/Post program

The Civil Check Print/Post program (`rpcpchks`) lets you print checks for accounts payable. Before you print a check, run the Civil Accounts Payable Summary program. For an explanation of the Civil Accounts Payable Summary program, see [“Printing a summary of accounts payable” on page 73](#).

Understanding the Civil Process Checks table

The Civil Process Checks table (`cpcheck`), for use only by the Spillman Application Administrator (SAA), contains information on each check written.

Understanding the Civil Process Reports menu

The Civil Process Reports menu contains programs that let you condense information into concise, easy-to-read reports. See [“Generating Civil Process Reports” on page 75](#) for detailed information on the available reports and report formats.

Adding Civil Processes

Use the Civil Process screen to set up processes and maintain them from their initial receipt through completion of service and finally their return to the court. You can also print returns for each process.

A single process consists of the following records:

- **The main Civil Process record.** This record includes the process types, dates, court and judge information, and a list of persons involved. Generally, include in a Civil Process record only those process types to be served together to one or more people. For example, if, for the same case, you have an Arrest Warrant to serve on the defendant and a Civil Subpoena to serve on a witness, add two Civil Process records.
- **A Civil Name record for each person involved with the process.** The Civil Name record includes name and service information, as applicable. You can add Civil Name records for defendants, witnesses, garnishees, plaintiffs, and attorneys. To enter the Names screen from the Civil Process table, select **Names**. The software creates an involvement for each name entered, connecting the appropriate Name record to the Civil Process record.
- **A Charges/Payments record showing all fees and payments related to the process.** To display the Charges/Payments screen, select **Chgs**. This screen tallies charges-to and refunds-from the Bill To person, as well as payments due to the agency or other persons involved.

The software automatically posts to the Civil Process screen the number of Defendants, Witnesses, Garnishees, Plaintiffs, Attorneys, and Other persons involved. The totals appear in the lower-right corner of the Civil Process screen. Information for the first six of these persons appears on the Civil Process screen. You can use the **Names** button to view the full name and service information.

The following is a sample Civil Process record.

cpmain

Civil Process Table

File

Edit

Search

Reports

Tools

Help

PR

Civil Process

Exit

Srch

Mod

Add

Clr

Del

View

List

Totl

Prt

Back

Fwd

Jadd

Jres

Jtbl

Invl

Ntwk

Org

Use

Names

Chgs

Garn

Wrks

Rtn

Stnt

Civil Process

Process Number

4

Court Code

DIST

Process Types

GAR

Court Date

12/05/16

Agency

SCSO

Judge Name

Haynes

Court Number

01-2291-1A

Copies Received

2

Date Issued

10/23/16

Expiration Date

/ /

Time/Date Recvd

09:10:16 10/25/16

Date Returned

/ /

Related Incident

Comments

Notify the Sheriff's Office Secretary.

Billing

Bill To

236 Eldon S Ledbetter

Address

110 MAIN GATE AVE

City

Pierre

ST

SD

ZIP

80012

Phone

(234)555-8847

Type	Name	Servd	Location		
Defendant	FLUTIE, ADAM JOE	No	LC	Defendants	Witnesses
Garnishee	Springfield Regional Hospital, No		LC	1	0
Plaintiff	North Dakota Electric, ---			Garnishees	Plaintiffs
				1	1
				Attorneys	Other
				0	0

User: sds

Add a new record to this table

OVR

Fields on the Civil Process screen

The Civil Process screen contains the following fields.

Process Number

The Process number is unique to this Civil Process record. The software automatically assigns a record number when you add a Civil Process record.

If you want to change that number when adding the record, you can use the Up Arrow and Down Arrow keys to move up to this field and enter any number not already in use by an existing Civil Process record. You can modify a Process number later, only if the record is not referenced anywhere else in the software.

Process Types

The **Process Types** field leads to the Process Types detail window, in which you enter codes indicating the process type(s) detailed in this Civil Process record. (You can enter one code without clicking **Detail** (Ctrl+N) to enter the

detail window.) Click the Lookup button (Ctrl+E) to display a list of codes from which to choose, and enter as many codes as necessary.

The codes that have sequence numbers 1–5 appear on the Civil Process screen. If you enter more than five codes, a plus sign (+) also appears on the Civil Process screen, to indicate that additional codes exist.

The software calculates, according to each Process Type code you enter, the return to print, as well as the charges for the process.

The software will attribute each process type listed in the Process Types window to *each* of the Names served in connection with the Civil Process record. Therefore, if you need to serve two people with separate process types, you might prefer to add two Civil Process records.

Agency

Enter the agency responsible for serving the process. You can click the Lookup button (Ctrl+E) and select the agency from a lookup list.

Court Number

Type the number assigned to the case by the originating court.

Date Issued

Enter the date the process was issued. You can click the Time button (Ctrl+T) to enter the current date.

Time/Date Recvd

Enter the time and date the agency received the process papers from the court. The software automatically enters the current time and date in this field. You can type over this information if necessary.

Related Incident

If your agency uses the Law Enforcement Records Management module, then enter the Law Incident Number of the record associated with the civil process. If the record number is unknown, then click the Lookup button (Ctrl+E) to open the Law screen and search for the record. Once found, click the **Use** button to return to the Civil Process screen. The Law Incident Number is populated in the **Related Incident** field.

Court Code

Enter the code for the court originating this action. You can click the Lookup button (Ctrl+E) and select the court code from the lookup window.

Court Date

Enter the date the defendant is to appear before the court. You can click the Time button (Ctrl+T) to enter the current date.

Judge Name

Type the name of the judge presiding over this action.

Check your agency's policy for entering names of judges. These names must be entered in a consistent manner to make searches as easy as possible.

Copies Received

Type the number of copies of the process papers the agency received from the court.

Expiration Date

If the process must be served by a certain date, enter that date here. You can click the Time button (Ctrl+T) to enter the current date.

Date Returned

Enter the date the papers are returned to the court, served or unserved. You can click the Time button (Ctrl+T) to enter the current date.

You must complete the **Date Returned** field before you can print a Process Return.

Comments

In the **Comments** field, enter any comments relevant to this Civil Process record. These comments do not appear on service worksheets or on returns. They are for office use only, for example, to record confidential information.

Bill To

Enter the record number of the Name record for the person who will be billed for this process. You can click the Lookup button (Ctrl+E) to go to the Names table and search for or add the desired Name record. When the correct record

appears on the screen, select the **Use** button. The Civil Process screen appears again, and the software fills in the Name information for you.

When you enter the record number, the software copies that person's name information from the Name record to the Civil Process record.

If necessary, you can change where the bill is sent, for example, to the address of the person's workplace or attorney, by modifying the **Bill To** name and address information. Modifying the **Bill To** name does not change the person's record in the Names table.

Type

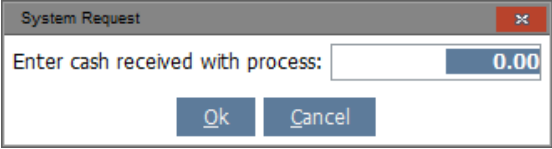
The **Type**, **Name**, **Served**, and **Lctn** columns display information from records entered at the Civil Names screen. The **Served** column indicates whether this person has been served yet. The Civil Names screen contains name and service information. For more information, see [“Adding Records for Persons Associated with a Process” on page 23](#).

To guard against data loss, you cannot access this field when you initially add the Civil Process record. Once you click the **Accept** button (Alt+A) to add the Civil Process record, you can access the Civil Names screen through the **Names** button or by selecting the **Mod** button and pressing Ctrl+N at the **Detail** field.

Entering the cash received with a process

Use the following procedure to enter the cash received with a process:

1. Click the **Accept** button (Alt+A) to finish adding the Civil Process record. The software displays the following prompt.

A screenshot of a 'System Request' dialog box. The title bar says 'System Request' with a close button (X) on the right. The main text inside says 'Enter cash received with process:'. To the right of this text is a text input field containing '0.00'. Below the input field are two buttons: 'Ok' and 'Cancel'.

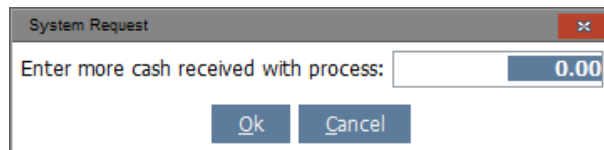
2. Enter the amount of cash received with the process, if any. Then, click **OK** or press Enter. (If you need to discontinue, click **Cancel**.)

The screen displays a prompt similar to the following.



3. Click **Yes** or press Enter to post a cash receipt of the amount you entered.

The software then displays the following prompt.



If you have received any additional cash with the process, enter that amount and click **OK** or press Enter. Go back to step 2.

If you have not received any more cash at this time, press Enter without entering an amount.

The software makes a Cash Receipt entry at the Charges screen and credits that amount as a receipt from the Bill To person for any cash received transaction entered with this process.

Accessing name and charges information

The **Names** button takes you to the Civil Names screen, which contains records for each person associated with this process. Each Civil Name record lists information about the person, including any attempts to serve that person with a process. For more information, see [“Adding Records for Persons Associated with a Process” on page 23](#).

The **Chgs** button takes you to the Charges/Payments screen. You can enter charges or payments directly to this screen, or you can post charges to this screen by selecting the **Service/Attempts** button from the Civil Names screen. The Charges/Payments screen lists each transaction. It also details charges/refunds to the Bill To person and payments due the agency or other persons. For more information, see [“Recording the Transactions for a Civil Process” on page 34](#).

Generating returns, service worksheets, and statements of process costs

Using buttons available at the Civil Process screen, you can generate returns, service worksheets, and a statement of process costs for the current Civil Process record. For an explanation of how to generate each printout, refer to [“Generating Printouts” on page 69](#).

The **Rtrn** button generates the applicable returns for the current process. It signals the software to print, for each process type listed, a return for each person listed in association with this process.

NOTE

The software will not let you print returns if the **Date Returned** field is empty.

The **Stmt** button lets you print a Statement of Process Costs for the currently displayed Civil Process record. This statement details all monies owed by the Bill To person and any cash received from that person.

The **Wrks** button lets you print service worksheets for the current Civil Process record. For each person to be served, the software prints a service worksheet that includes name and process information, service requirements, and space for you to detail information on each service attempt. Use the worksheets to gather data that you will enter into the computer.

If the process is no longer active (if it has been returned to court), the software does not print service worksheets.

Creating alert involvements

You can create an alert associated with any non-system involvement (an involvement you add directly at the Involvements screen). For example, suppose a restraining order is placed upon a person involved with a process. At the Name record (not the Civil Names record) for this person, you can create a miscellaneous involvement with “restrained” as the relationship and activate Warn for this involvement. This ensures that every time the person’s Name ID appears in the software, the word **Restrained** flashes next to the Name ID.

Following are instructions for creating an alert involvement:

1. At the Civil Names screen, display the name of the person for whom you wish to create an alert involvement.
2. Go to the **Name Number** field.

3. Click the Lookup button (Ctrl+E) to go to this person's Name record.
4. Select **Invl** to go to the Involvements screen.
5. Select **Add** and add a miscellaneous type involvement describing the circumstances warranting the alert, for example, the existence of a protective order.
6. Back at the Involvements screen, make sure the **Relationship** field for this involvement contains the alert that is to appear next to this person's name.
7. Using the **Warn** button, activate the alert for this involvement.
8. Exit to the Civil Names screen.

Adding miscellaneous-type involvements

You can add type MI (miscellaneous) involvements to a Civil Process record. For example, you can add a miscellaneous involvement indicating the status of property involved with a property attachment. Any text that is included in the description of each miscellaneous involvement associated with a Civil Process record will print as part of the return for property attachments and property executions.

Thus, if the Civil Process record includes a process type that generates a property return (for example, property attachments and executions), the return will include the text from any miscellaneous involvements associated with the Civil Process record, regardless of whether those involvements relate to property.

Adding Records for Persons Associated with a Process

The Civil Names screen is a detail screen accessible from each Civil Process record. You can access the Civil Names screen from the Civil Process screen by selecting the **Names** button. You can also access the Civil Names screen by clicking the **Detail** button or pressing Ctrl+N at the **Type** field.

At the Civil Names screen, add one record for each person associated with the process. Add a record for each witness, garnishee, attorney, defendant, and plaintiff—and anyone else associated with the process. In each record, enter service disposition, service requirements, and information on attempts to serve that person.

Following is a Civil Names record for a defendant named Adam Flutie.

cpnames

Civil Process Table

File Edit Search Reports Tools Help

PR Civil Process

Exit Mod Add Del View List Prt Back Fwd Partn Pswd

Service/Attempts Chgs Rtn

Process Number4Name Number565

Name Description

LastFLUTIEFirstADAMMidJOE

Addr401 ELDERPhone(253)555-1122

CitySpringfieldSTNDZip79134DOB12/15/79SSN222-22-2222

Name TypeDefendantServeY<Attempts>DispositionSNR

Assgnd ToA HeinerLctnLCService Requirements

Service Attempts

By	Person Served	Address	Lctn	When
A Heiner		401 ELDER		09:26:17 10/25/16
				: : / /
				: : / /
				: : / /
				: : / /

User: sds Add a new detail recordOVR Rec 1 of 3

After you add a Civil Names record for each person or business associated with the process, the main Civil Process record displays one line of information about each person or business. The following Civil Process record, for example, indicates that Civil Names records exist for Adam Joe Flutie, Springfield Regional Hospital, and North Dakota Electric.

Civil Names
records

Type	Name	Servd	Location	Defendants	Witnesses
Defendant	FLUTIE, ADAM JOE	No	LC	1	0
Garnishee	Springfield Regional Hospital, No		LC	1	1
Plaintiff	North Dakota Electric, ---			0	0

For each name entered in Civil Names, the software automatically creates an involvement connecting that person's Name record with the Civil Process record.

Fields on the Civil Names screen

The Civil Names screen contains the following fields.

Process Number

When you add a record to the Civil Names screen, the **Process Number** field displays the record number of the Civil Process record associated with this name/service information.

Name Number

Enter the record number of the Name record of the person to be served. Click the Lookup button (Ctrl+E) to access the Names table. Find or add the Name record. Then, with the correct Name record displayed on the screen, select the

Use button. The software returns you to the Civil Names screen and enters the name information for you.

Name Type

Enter the code for the relationship of this person to the process, for example, attorney, defendant, garnishee, plaintiff, or witness.

Serve

Enter **y** if this person is to be served. Enter **n** if this person cannot be served.

If you enter **y** at this field, the software will print returns for this person for each process type listed in the Civil Process record when you generate returns. If the agency was unable to serve this person, the software will print an exparto return.

If you enter **n** at this field, the software will not print returns for this person.

Disposition

Enter the disposition of this service. The default is ACT for Active. If you enter **n** at the **Serve** field, then the cursor skips this field.

Assgnd To

Enter the name or name code of the officer responsible for serving this person. The cursor skips this field if you enter **n** in the **Serve** field.

Lctn

Enter the code for the reporting area in which service will take place. The cursor skips this field if you enter **n** in the **Serve** field.

Service Requirements

Click the **Editor** button (Ctrl+E) to enter the text editor and enter information regarding service requirements. If your agency uses outlines (application cue cards) for this field and you click the Lookup button (Ctrl+E), a window will appear, listing the available outlines from which to choose.

The cursor skips the **Service Requirements** field if you enter **n** in the **Serve** field.

Service Attempts

Press Ctrl+N at the **Service Attempts** field to enter the Service Attempts detail window and enter complete information on each service attempt. See the next section for an explanation of the detail window.

Tracking attempts to serve a civil process

Use the Service Attempts window to enter information about each service attempt for the current Civil Name record. You can access this detail window through the **Service/Attempts** button, by pressing Ctrl+N at the **By** field while modifying the Civil Names record, or through the Civil Service Attempts Entry program (available on the Civil Process menu).

NOTE

To prevent you from deleting data accidentally, the software does not let you access the Service Attempts window while you are adding a Civil Names record. You must use one of the following methods to access the window: access the window through the **Service/Attempts** button, access the Civil Name record through the **Mod** button, or choose *Civil Service Attempts Entry* from the Civil Process menu.

You can enter as many unsuccessful attempts as necessary, but you can enter only one successful service attempt. When you do enter a successful service, the software asks whether to post the service fee to the Charges/Payments detail. If you enter **Y**, the software posts *all* of the fees associated with *all* of the process types listed for this Civil Process record. The software assumes that all types of processes listed in a Civil Process record are served to all the persons connected with that Civil Process record. For more information, see [“Posting service and mileage fees” on page 29](#) and [“Posting a standard mileage fee” on page 30](#).

The Service Attempts detail window looks similar to the following illustration.

The screenshot shows a software window titled 'cpserve'. It has a menu bar with 'File', 'Edit', 'Search', 'Tools', and 'Help'. Below the menu is a toolbar with icons for Exit, Mod, Add, Del, View, List, Print, Back, Fwd, and others. The main area contains a form with the following fields: 'Attempted' (09:26:17 10/25/16), 'Attempted By' (A Heiner), 'Street Addr' (401 ELDER), 'City' (Springfield), 'State' (ND), 'ZIP' (79134), 'Location' (LC), 'Successful' (Y), 'Person Srvd' (Adam Flutie), and 'Relation'. There is a 'Comments' text area at the bottom. The status bar at the very bottom says 'User: sds | Modify the current detail record' and 'OVR'.

**Fields in the
Service Attempts
detail window**

The Service Attempts detail window contains the following fields.

Attempted

Enter the time and date this service attempt was made. The software enters the current time and date, but you can change the information by typing over it.

Attempted By

Enter the name or name code of the officer responsible for this service attempt. When you add a Service Attempt record, the software enters the name of the officer listed in the **Assgnd To** field in the Civil Name record.

Address Indicator

The **Address Indicator** field is an unlabeled field that appears between the **Address** field description and the street address. This field is used only if your agency has the GeoValidation module. The **Address Indicator** field displays an equal sign (=) if the address is validated or a colon (:) if the address is not validated. For more information, see the *RMS User Manual*.

Street Add

Enter the street address where this service attempt took place. The software defaults to the address listed for the name of the person to be served.

Address Alert

The **Address Alert** field is an unlabeled field that follows the street address. This field is used only if your agency has the GeoValidation module. If any alerts exist for the address, this field displays the first address alert. If multiple

alerts exist, you can see them by selecting **View**, pressing the Spacebar, and then entering the number of the **Address Alert** field. For more information, see the *RMS User Manual*.

City

Enter the city where this service attempt took place. The software defaults to the city listed in the address for the person to be served.

State

Enter the state where this service attempt took place. The software defaults to the state listed in the address for the person to be served.

ZIP

Enter the ZIP Code of the location where the service attempt took place. The software defaults to the ZIP Code listed in the address for the person to be served.

Location

Enter the code for the area in which the service attempt occurred.

Successful

Enter **y** if the attempt was successful. Enter **n** if the officer was unable to serve the process. The default entry is **n**. You can enter only one successful Service Attempt record for each Civil Name record.

Person Srvd

If the service was successful, enter the name of the person served. If you enter **n** in the **Successful** field, the cursor skips this field.

Relation

Enter the code for the relationship of the person served to the person listed in this Civil Name record. If you enter **n** in the **Successful** field, the cursor skips this field.

Comments

Click the **Editor** button (Ctrl+E) to enter the text editor and record any comments relative to this attempt.

If your agency uses outlines (application cue cards) for the **Comments** field, a list of possible outlines will appear when you click the Lookup button (Ctrl+E). When you select an outline, the software opens the text editor and displays the correct prompts.

Posting service and mileage fees

Each process type code has an amount to charge associated with it. When you add a record for a successful service attempt, the software displays a message similar to `Post a $x.xx Service Fee to Charges/Payments detail?<Y>`. Your response to this prompt—and the screen in which you post service and mileage fees—depends on whether the fees are standard or non-standard.

Posting a standard service fee

If you are charging the standard service fee, enter **Y** in response to the `Post . . . fee` prompt. The software posts to the Charges/Payments screen the sum of the amounts to be charged for each process type listed in the Civil Process record.

For example, suppose a Civil Process record lists the process types Restraining Order and Civil Subpoena. The software assumes that both process types apply to each person served in relation to this process. Therefore, if the sum of the amounts charged is \$11.25, the software gives you the button of posting a Service Fee of \$11.25 to the Charges/Payments screen each time you enter a successful service record for this process.

Posting a non-standard service fee

If you are charging a fee that is greater than or less than the standard fee for the process, enter **n** in response to the `Post . . . fee` prompt. Then, select **Chgs** from the Civil Names or Civil Process screen toolbar and manually enter the charge at the Charges/Payments screen. For instructions, refer to [“Recording the Transactions for a Civil Process” on page 34](#).

CAUTION

Do not post non-standard service fees from the Service Attempts window. If you respond **y** to the `Post . . . fee` prompt, the software enters the standard fee in the Charges/Payments screen and you cannot delete or modify the fee.

Posting a standard mileage fee

While listing cities for your agency, your SAA specifies the distance to each city, in miles. Your SAA also sets up the amount to be charged per mile for service attempts.

- When you add a record for a service attempt (successful or not) for a city that has a distance greater than zero, the software displays a prompt that has the following format:

`Post $x.xx for x miles @x.xx to Charges/Payments
detail? <Y>.`

If you are charging the standard mileage fee, enter **y** in response to this prompt. The software posts the mileage fee to the Charges/Payments screen.

- When you add a record for a service attempt (successful or not) for a city that has a distance of 0, the software displays a prompt that has the following format:

`Enter the number of miles to post at $x.xx per mile:`

`Enter the number of miles to charge.`

Posting a non-standard mileage fee

If you are charging a mileage fee that is greater than or less than the standard fee for the process, enter **n** in response to the **Post for...miles** prompt. Then, select **Chgs** from the Civil Names or Civil Process screen toolbar and manually enter the charge at the Charges/Payments screen. For instructions, refer to [“Recording the Transactions for a Civil Process” on page 34](#).

CAUTION

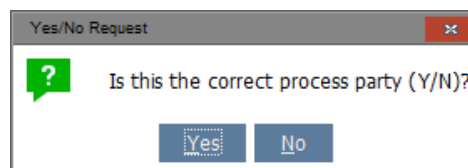
Do not post non-standard mileage fees from the Service Attempts window. If you respond **y** to the **Post... fee** prompt, the software enters the standard fee in the Charges/Payments screen and you cannot delete or modify the fee.

Updating information about service attempts

Once you add a Civil Process record (including the Civil Name records associated with the process), you can quickly update the service information for this record.

1. Select **Civil Process Menu > Civil Service Attempts Entry**. The software displays the Civil Names screen without any data, and the cursor rests on the **Process Number** field.
2. Enter the Process number of the Civil Process record associated with this service attempt. The cursor moves to the **Name Number** field.
3. Enter the record number of the Name record of the person on whom the service attempt was made.

Name and service information appear on the screen, and the following prompt appears.



4. If the displayed information matches the person for whom the service attempt was made, click **Yes** or press Enter. The Service Attempts detail window appears.

If the displayed information does not match the person for whom the service attempt was made, click **No** or type **n** and press Enter. Then, return to step 3.

5. At the Service Attempts detail window, enter information on the service attempt. Refer to [“Associating a Civil Process with Multiple Names” on page 46](#) if necessary.
6. When you finish entering service information, click the **Accept** button (Alt+A) to add the attempt. The screen gives you the opportunity to post service and mileage fees as appropriate. Follow the instructions in [“Posting service and mileage fees” on page 29](#) and [“Posting a standard mileage fee” on page 30](#).

The cursor moves to the **Name Number** field to let you enter service information on another person associated with this process.

7. If you wish to enter service information on another person, return to step 3. If you are finished entering service information for this process, click **Cancel** (Alt+C).

The cursor moves to the **Process Number** field to let you enter a different Process Number and add service information for that process, if desired.

8. If you wish to enter service information on another person, return to step 2. If you are finished entering service information for now, click **Cancel** (Alt+C) to exit the Civil Service Update program.

How the software checks for active warrants

Whenever the software refers to a person’s Name record, it includes with the Name Number an alert to any active warrants for that person.

To determine whether active warrants exist for a person, the software looks at the Civil Names table as well as the Wanted Persons table. In the Civil Names table, it checks the **Disposition** field. If the status of a code entered in the **Disposition** field is *Active*, an active warrant exists. (When setting up disposition codes, your SAA designates the status of each code as either Active or Inactive.)

Therefore, if you enter an Active disposition code in a Civil Name record, the code’s description appears as an alert next to the Name Number of the person with whom the code is associated. For example, suppose you add a Civil Name record for Jon Jones, with the disposition *FTA* (Failure to Appear).

Because your SAA designated FTA as Active, the words `Failure to Appear` appear beside Jon Jones's Name Number everywhere it occurs in the software.

NOTE

When a Civil warrant is no longer active, *be sure* to change the disposition code.

Recording the Transactions for a Civil Process

The Charges/Payments screen lists all charges and payments associated with the current Civil Process record. From this screen, you can add (and, in some cases, delete) transactions for the current process. You can also post service fees and mileage to this screen from the Service Attempts window.

To access the Charges/Payments screen for the process currently displayed on the Civil Process screen, select the **Chgs** button. The Charges/Payments screen shows only the charges/payments applicable to the current record.

The screenshot shows the 'Civil Process Table' window. At the top, there are three summary columns: **Bill To**, **Sheriff**, and **Other**. Each column has a 'Charges' field, a 'Payments' field, an 'Amount Due' field, and a 'Balance' field. Below these is a table of transactions with columns: Seq, Officer, Cod, Docmnt, Date, Description, Name ID, and Amount. The table shows 10 transactions, with the last one (Seq 10, Officer Spillman, Cod CHG, Date 04/12/17, Description Continuing Garnishment, Name ID 236, Amount 323.31) highlighted. At the bottom, there is a status bar with the text 'User: sds | Add a transaction to this process' and a button labeled 'OVR'.

Bill To		Sheriff		Other	
Charges	385.00	Payments	35.00	Payments	0.00
Receipts	-35.00	Amount Due	-43.94	Amount Due	-341.06
Balance	350.00	Balance	-8.94	Balance	-341.06

Seq	Officer	Cod	Docmnt	Date	Description	Name ID	Amount
4	A Heiner	MC	4	04/12/17	Mileage Charge	1	-10.00
4	A Heiner	CHG	4	04/12/17	Mileage Charge	236	10.00
5	A Heiner	GAR	5	04/12/17	Civil Garnishment	1	-7.50
5	A Heiner	CHG	5	04/12/17	Civil Garnishment	236	7.50
6	Spillman	CR	41	04/12/17	Cash Receipt	236	-10.00
7	Spillman	CT	7	04/12/17	Process: 1, Transfer	1	35.00
8	Spillman	MIS	8	04/12/17	Miscellaneous Charge	1	-8.94
8	Spillman	CHG	8	04/12/17	Miscellaneous Charge	236	8.94
9	Spillman	CG	9	04/12/17	Continuing Garnishment	240	-17.75
9	Spillman	CHG	9	04/12/17	Continuing Garnishment	236	17.75
10	Spillman	CG	10	04/12/17	Continuing Garnishment	240	-323.31
10	Spillman	CHG	10	04/12/17	Continuing Garnishment	236	323.31

At the top of the Charges/Payments screen are three display-only columns: **Bill To**, **Sheriff**, and **Other**. These columns display information on three of the four accounts involved in Civil Process transactions. A fourth account, the Civil Department Cash Box, is assumed to contain all funds that have been received for this process but not yet disbursed.

Bill To

The **Bill To** column lists charges to and monies received from the Bill To person.

Charges	Amount owed by the Bill To person
---------	-----------------------------------

Receipt	Amount received from the Bill To person
Balance	If positive, the amount the Bill To person owes; if negative, the amount owed to the Bill To person

The Bill To person is credited with all cash receipts, and the software assumes that all money received is payable to the Bill To person unless:

- The transaction is a service or mileage fee, which is payable to the law enforcement agency
- The receipt is transferred by the user to a third party, for example, for a towing charge or an advertising charge

Sheriff

The **Sheriff** column lists payments made and amount due to the agency serving this process. The heading at the top of this column is the CEO listed in the Agency Codes table (`agency`) for the agency responsible for this process.

Payments	Amount of cash disbursed to the agency
Amount Due	Total amount owed to the agency
Balance	Amount the Bill To person still owes the agency

The software credits all service and mileage to the sheriff or chief. Other fees can be transferred to that account.

Other

The **Other** column lists payments made and amounts due to all other persons involved.

Payments	Amount of cash disbursed to anyone other than the agency or the Bill To person
Amount Due	Amount owed to anyone other than the agency or the Bill To person, for example, a towing company or a newspaper
Balance	Amount the Bill To person still owes anyone other than the agency serving the process

The remainder of the Charge/Payments screen contains a line for each transaction made. For each transaction, the screen displays the name of the officer recording the transaction, the code for the transaction type, the document number (where applicable), the date and description, the person to whom this transaction is charged or owed, and the amount of the transaction.

An amount can be positive (+) or negative (-). A positive amount indicates money due from the Bill To person or from the person whose Name Number is listed for that entry. A negative amount indicates that the amount is payable to the law enforcement agency or to the person whose Name Number is listed for that entry. A positive amount is money owed; a negative amount is a credit.

NOTE

Each Cash Receipt, Cash Disbursed, or Void Check transaction generates one entry on the Transactions screen. A Property Sold transaction generates three entries on the Transactions screen. All other transactions generate two entries on the Transactions screen—one entry charging the amount to the Bill To person, and one entry showing the amount due and the person to whom it is due.

Entering charges and payments manually

You can enter charges or payments directly to the Charges/Payments screen. To do so, select the **Add** button. The Transactions detail window appears.

Fields in the Transactions detail window

Sequence #

The software enters the sequence number automatically. If you need to change this number, you can use the Up Arrow and Down Arrow keys to move up to this field.

Date

Enter the date the transaction was made. The default entry is the current date.

Transactn Code

Enter the code for the type of transaction.

Document #

If the transaction code is a void check code, enter the number of the check to be voided (listed in the **Document** column for the appropriate transaction).

For all other transactions, the software defaults to the next sequence number.

Desc

Enter a description of the transaction. In most cases, the default entry is the description of the transaction code.

Name ID

Enter the number of the Name record of the person to whom this money will be credited. If this is a Cash Receipt or a Void Check (or, in some cases, a Cash Disbursement), the Name ID is the Name Number of the Bill To person. If the money goes to the agency, the Name ID is the Name Number of the agency's CEO. If the money goes to someone else, enter that person's Name Number. (The Name ID is the same as the Name number.)

The Name IDs of the Bill To person and the Agency CEO are displayed at the top of the first and second columns on the Charges/Payments screen. To find or add the Name record of any other person, click the Lookup button (Ctrl+E) to go to the Names table.

Officer

Enter the name or name code of the officer who recorded the transaction.

Amount

Enter the amount of the transaction.

If this is a cash disbursed transaction, this field defaults to the amount in the balance field in the agency column (top middle). However, you can enter a partial payment.

If this is a void check transaction, this field displays the amount of the check voided.

NOTE

Once you enter a charge or payment record, you cannot delete or modify that entry from the Transaction window. Therefore, be careful to enter transactions correctly. If you do make a mistake, refer to [“Reversing incorrect entries” on page 39](#).

1. At the Charges screen, select **Add**.
2. Enter the appropriate charge code, for example, **MC** for mileage charge.

The software enters the document number and the description.
3. You can change the document number and/or description, if necessary.
4. Enter a value in the **Name ID** field, as follows:
 - For a cash receipt transaction, enter the Name Number of the Bill To person.
 - For a property sold transaction, enter the Name Number of the person who bought the property.
 - If a law enforcement agency is to receive the money, enter the agency CEO’s Name Number, displayed at the top of the screen.
 - Otherwise, enter the Name Number of the person to whom the money will go. You can click the Lookup button (CTRL+E) to open the Names screen and search for or add the Name record for this person.

In the **Officer** field, the software enters the name of the person logged on to this workstation.
5. You can change the **Officer** value, if necessary.
6. In the **Amount** field, enter the amount of the fee or payment. The software makes the appropriate entries to the Transactions screen

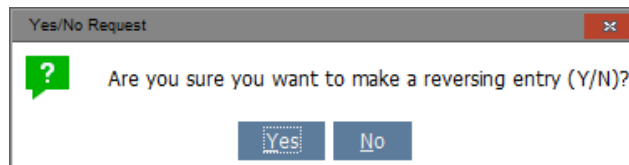
(double entries for any transaction except a cash receipt, a cash disbursement, or a void check).

Reversing incorrect entries

For accounting purposes, neither the **Mod** button nor the **Del** button is available on the Charges/Payments screen. Once you enter a Transaction record, the record appears on the screen exactly as you entered it. You cannot change or erase it.

To reverse an incorrect entry (for any charge), make an entry for a negative amount. For example, if someone accidentally enters a cash receipt twice, you can reverse the second entry by entering another cash receipt record, this time for a negative amount:

1. Select **Add** on the Charges/Payments screen. The Transaction detail window appears on the screen.
2. In the **Transactn Code** field, enter the transaction code of the incorrect entry.
3. In the **Desc** field, enter a description indicating that this entry is a reversal (for example, **Cash Receipt Reversal**).
4. In the **Amount** field, enter the negative of the amount of the original transaction. For example, if the original transaction was a cash receipt of 20.00, enter **-20.00** in the **Amount** field. The screen displays the following prompt.



5. To complete the reversal, click **Yes** or press Enter. To cancel the reversal, click **No** or type **n** and press Enter. If you reverse a cash receipt, the software asks whether to print a receipt for the transaction.
6. Press **Yes** or press Enter to print the receipt.

Voiding checks

From time to time you may need to void a check, for example, if the check was lost or made out to the wrong person. To void a check:

1. Select **Add** from the Charges screen. The Transactions detail window appears on the screen.
2. In the **Transactn Code** field, enter the code for Void Check.
3. In the **Document #** field, enter the document number listed for the cash disbursement you want to void. If you enter a valid document number, the window displays the Name Number of the person to whom that cash was disbursed, as well as the amount of the check.
4. Change the description, if necessary. When information in the window is correct, click the **Accept** button (Alt+A). The software adjusts the balances at the top of the screen as necessary.

Making cash disbursements

When you make cash disbursements, keep in mind the following restrictions:

- For you to make a cash disbursement to anyone other than the Bill To person:
 - The **Balance** field in the **Bill To** column must contain 0 or a negative balance, and
 - The **Balance** field in the column of the person to whom the money is due must contain a negative balance.
- For you to make a cash disbursement to the Bill To person, the balance in the **Bill To** column must be negative.

Adding a Transaction record for a cash receipt from property sold

To add a Transaction record for a cash receipt generated from property sold:

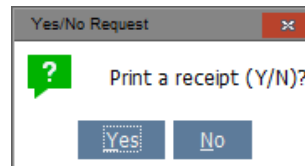
1. At the Charges/Payments screen, select **Add**. The Transaction window appears.
2. In the **Transactn Code** field, enter the transaction code for Property Sold. Click the Lookup button (Ctrl+E) to display a list of transaction codes.

3. In the **Desc** field, enter a brief description of the transaction.
4. In the **Name ID** field, enter the Name Number of the person to whom the property was sold.
5. In the **Amount** field, enter the amount of cash received.
6. Click the **Accept** button (Alt+A) to finish entering the transaction.

The software makes the following entries in the Transaction screen:

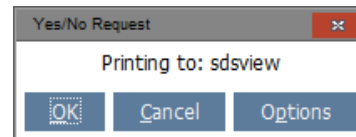
- One Property Sale transaction that uses the Name Number of the person from whom the cash was received (charging that person for the item sold)
- One Cash Receipt transaction that uses the Name Number of the person from whom the cash was received (indicating that payment was received)
- One Property Receipt transaction that uses the Name Number of the Bill To person (indicating that the money received is being applied toward fees)

The screen then displays the following dialog box.



7. Click **Yes** or press Enter.

Depending on how your SAA set up your software, another dialog box, which displays the print destination, might appear.



8. If the dialog box does appear, do one of the following:
 - To send the receipt to the displayed destination, click **OK** or press Enter.
 - To cancel printing the receipt, click **Cancel**.

- To change the print destination, click **Options** to open the **Print** dialog box. Then, change your printing options. For more information, see the *RMS User Manual*.

The software also adjusts the **Bill To** column to indicate the cash received. If this money is not all to be applied to fees, you can transfer funds as necessary.

Transferring funds

Unlike a cash disbursement, a transfer of funds does not require that any money be initially owed. Neither must the Bill To person have a balance of zero or less.

To transfer funds from the Bill To person to another party, for example, after a property sale, if all of the proceeds do not go toward fees, follow these steps:

1. Select **Add** from the Charges screen. The Transaction window appears.
2. In the **Transactn Code** field, enter your agency's code for Transfer of Funds. (This will be a code with action code 0.)
3. Change the description, if necessary.
4. In the **Name ID** field, enter the Name Number of the person to whom the money will go. This might be the person whose property was sold. It need not be the person to whom payment is already due, as it must be for a Cash Disbursement.
5. In the **Amount** field, enter the amount to be transferred.
6. Click the **Accept** button (Alt+A). The software makes the following entries in the Transaction screen:
 - One Transfer of Funds transaction that uses the Name Number of the person to whom the money is to be transferred
 - One Charge transaction that uses the Name Number of the Bill To person

The software adjusts the columns at the top of the screen to indicate the amount charged the Bill To person and the amount owed the person to whom the funds will be transferred.

Printing one check for multiple amounts owed to the sheriff

If you accumulate the amounts owed to the sheriff from multiple processes, you can regularly print a single check to the sheriff for all current amounts owed, rather than printing a separate check for each process.

Accumulating the amounts owed to the sheriff

To accumulate the amounts owed to the sheriff, simply add a permanent Civil Process record for the sheriff and then transfer amounts from the individual processes to this record. (In the permanent record, specify the sheriff as the Bill To person.)

Use the following procedure to transfer process amounts to the sheriff's Civil Process record:

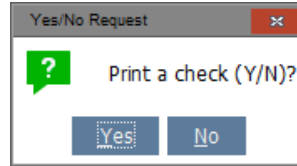
1. Access a record from which you want to transfer a process amount (not the sheriff's record).
2. Select **Chgs** to go to the Payments/Charges screen.
3. Select **Add**. The Transaction screen appears.
4. In the **Transactn Code** field, enter your agency's code for Cash Transfer. The software fills in the **Description** and **Name ID** fields with the sheriff's name information.
5. In the **Amount** field, enter the amount to transfer.
6. Click the **Accept** button (Alt+A). The software transfers the amount to the sheriff's Civil Process record.

Printing a cumulative check for the sheriff

To print a check from the sheriff's Civil Process record:

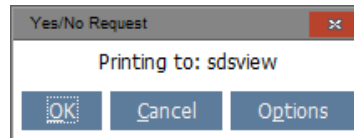
1. At the Payments/Charges screen in the sheriff's Civil Process record, select the **Add** button to open the Transaction window.
2. In the **Transactn Code** field, enter the code for a cash disbursement.
3. Make sure that the Name ID is the sheriff's Name Number. In the **Amount** field, the software automatically enters any amount due the Bill To person (any negative amount in the **Balance** field). For example, if the number in the **Balance** field is -100.00, the software enters 100.00 as the amount.

4. Click the **Accept** button (Alt+A). The screen displays the following prompt.



5. To print the check, click **Yes** or press Enter. To cancel the printing, click **No** or type **n** and press Enter.

If you print a check, depending on how your SAA set up your software, another dialog box, which displays the print destination, might appear.



6. If the dialog box does appear, do one of the following:
 - To send the receipt to the displayed destination, click **OK** or press Enter.
 - To cancel printing the receipt, click **Cancel**.
 - To change the print destination, click **Options** to open the **Print** dialog box. Then, change your printing options. For more information, see the *RMS User Manual*.

After printing the check, the following dialog box is displayed.



7. If you do not need to print additional checks, click **Yes**. If you do need to print additional checks, click **No**.

Printing receipts for transactions

When you highlight a line on the Transactions screen that contains information on a cash receipt, the **Rcpt** button appears. Select this button to print a receipt for the highlighted transaction.

Associating a Civil Process with Multiple Names

Accessing the Service Attempts window from the Civil Process menu allows you to associate one Process Number with several names or to work on several processes and associated names. Entering a valid Process Number and associated Name Number brings up a screen similar to the following.

Fields on Civil Service Attempts screen

The Civil Service Attempts screen contains the following fields.

Process Number

Enter the number of the process for which you are attempting service.

Name Number

Enter the Name Number from the Civil Names record that you wish to associate with the process.

Name Description

The information for this detail is automatically filled in from the Civil Names table.

Name Type

The software displays the relationship of the individual to the process, for example, defendant, witness, attorney, plaintiff, or garnishee.

Assgnd To

The software displays the name of the officer the case is assigned to.

Serve

This field indicates whether (**Y** or **N**) this person should be served with the process.

Lctn

The software displays the code for the jurisdictional area where the process is to be served.

Disposition

This field indicates whether the process has been served.

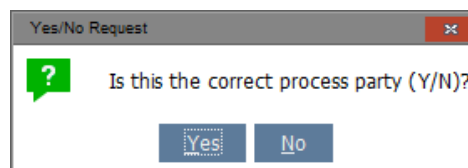
Service Requirements

The software displays any special procedures for serving the process.

Adding a service attempt

Use the following procedure to add a new service attempt:

1. On the Civil Service Attempts Entry screen, enter the Process Number and Name Number of the first person to be served. Press Enter. The software displays the following prompt.



2. If this is the correct person, click **Yes** or press Enter.

If it is not, click **No** or type **n** and press Enter. Then, enter the correct Name number in that field.

When you indicate that the person is the correct one to be served, the Service Attempts detail window appears.

3. Enter information in the applicable fields in the Service Attempts window. The software asks whether to post a charge for the attempt.

4. Click **Yes** or press Enter to post a charge. Otherwise, click **No** or type **n** and press Enter. The software returns to the Civil Service Attempts Entry screen so that you can enter a new Name Number.
5. To exit the screen, click **Cancel** (Alt+C) until the menu appears.

Fields in the Service Attempts detail window

Attempted

Enter the time and date on which someone last tried to serve the process.

Attempted By

Enter the name of the officer who tried to serve the process.

Address Indicator

The **Address Indicator** field is an unlabeled field that appears between the **Address** field description and the street address. This field is used only if your agency has the GeoValidation module. The **Address Indicator** field displays

an equal sign (=) if the address is validated or a colon (:) if the address is not validated. For more information, see the *RMS User Manual*.

Street Addr

Enter the street address at which the service attempt was made.

Address Alert

The **Address Alert** field is an unlabeled field that follows the street address. This field is used only if your agency has the GeoValidation module. If any alerts exist for the address, this field displays the first address alert. For more information, see the *RMS User Manual*.

City

Enter the city in which the service attempt was made.

State

Enter the state in which the service attempt was made.

ZIP

Enter the ZIP Code for the area in which the service attempt was made.

Location

This code further describes the location where the service attempt was made. Depending on the codes set by your agency, it might specify a region of your agency's jurisdiction or even a particular building.

Successful

Indicate whether the service attempt was successful.

Person Srvd

Enter the relationship of the person served to this particular service, for example, whether the person is a defendant or a witness.

Relation

Enter the relationship of the person served to the person listed in the **Name Description** field (for example, friend, father, mother). Click the Lookup button (Ctrl+E) and choose from a list of available codes. For example, you might choose FA for *father*.

1 User Information

Associating a Civil Process with Multiple Names

Comments

Enter any additional information relevant to this particular service attempt.

Tracking Garnishments for Civil Processes

The Civil Process module provides the ability to track continuing garnishments. Each Civil Garnishment record will be connected to a Civil Process record, and receipts recorded through the Civil Garnishments program are reflected on the Charges/Payments screen. Basically, for each garnishment, you will perform the following steps:

1. Add the Civil Process record, including (on the Civil Names screen) the names of the plaintiff, defendants, and garnishees. To be able to print a continuing garnishment return, you must enter the code for continuing garnishment as the first process type code for this Civil Process record.
2. With the Civil Process record displayed, select the **Garn** button to open the Civil Garnishments screen.
3. Add a Civil Garnishment record for each defendant, indicating, for example, the total judgment or the interest charged.
4. Each time monies are received, make two entries:
 - At the Service Attempts screen (accessed via the menu or through the Civil Names screen), record the service attempt if you wish to have the software automatically enter the associated charges for you. Each Civil Names record can have only one successful service attempt. Therefore, make all attempts except the final attempt unsuccessful. You can enter charges manually, if you wish.
 - At the Civil Garnishments record for this process (accessed via the menu or through the Civil Process record), select the **Rept** button and record the receipt.

Accessing the Civil Garnishments program

You can access the Civil Garnishments program either through the **Garn** button on the Civil Process screen or directly from the Civil Process menu. At the Civil Garnishments screen, add a record for each garnishment that is associated with the Civil Process record.

NOTE

When you access the Civil Garnishments program via the Civil Process menu, you can only modify existing information. To add a garnishment record, you must access Civil Garnishments through the **Garn** button at the Civil Process record.

1 User Information Tracking Garnishments for Civil Processes

The Civil Garnishment screen appears.

The screenshot shows the 'Civil Garnishment' window with the following data:

Details			
Process	18	Continuing Garnishment	Court # 12345
Plaintiff	211	Computer Technologies,	Received 01/24/06
Defendant	16	Smith, Beth L	Accrual 01/24/06
Garnishee	218	Computer Shack,	Dispos ACT (Active)
Judgment	2500.00		Max Commission 100.00
Int Rate	12.000 %		Default Receipt 500.00

Garnishment			
Creditor	:	Sheriff	: < 1 >
Accrued Int	0.00	Accrued Com	21.26
Accrued Pm	888.74	Accrued Fee	90.00

Remarks
Remarks

Judgment			
Judgment Due	1611.26	as of	01/24/06
Interest Due	0.00	as of	01/24/06
		Last Receipt	01/24/06

User: sds | Go forward in current setttable OVR

Fields on the Civil Garnishment screen

The Civil Garnishment screen contains the following fields.

Process

When you add a Garnishment record, the software enters the Process Number from the current Civil Process record.

Court #

The software enters the court number listed in the associated Civil Process record.

Plaintiff

Enter the record number of the plaintiff's Name record. You can click the Lookup button (Ctrl+E) to go to the Names table and add or find the record, if necessary.

If another Garnishment record already exists for this process, the software enters the name of the plaintiff indicated in the previous Garnishment record. This can be changed if necessary.

Received

Enter the date this process was received. The software enters the current date.

Defendant

Enter the record number of the defendant's Name record. You can click the Lookup button (Ctrl+E) to go to the Names table and add or find the record, if necessary.

The software indicates whether this person already has an active garnishment and gives you the opportunity to make the current garnishment pending. A defendant can have only one active garnishment at a time. When a garnishment is closed, the software indicates the existence of any pending garnishments for that person.

Accrual

Enter the date on which interest begins to accrue on this judgment. If this garnishment is pending, do not set an accrual date until the garnishment becomes active.

Garnishee

Enter the record number of the Name record for the garnishee. To go to the Names table and find or add the garnishee's Name record, click the Lookup button (Ctrl+E).

Dispos

Enter the disposition of this garnishment. The default is *Active*. If a specified defendant already has an active garnishment and you indicated that the current garnishment is to be pending, the software changes the disposition to *Pending*.

After you record the final payment, the software changes the disposition to *Closed*.

Judgment

Type the total amount of the judgment against the defendant.

Max Commission

Type the maximum amount of commission the law enforcement agency will receive.

Int Rate

Type the interest rate to be charged. You can enter a fixed or floating interest rate, according to the will of the court. If the judgment is for a fixed interest rate, enter that rate here. If the judgment is for a floating interest rate, enter **-1.000** here. Refer to [“Calculating interest” on page 58](#) for more information on how the software calculates interest.

Default Receipt

If the same amount of money is to be garnished each pay period or month, enter that amount here. When a user opens the **Rcpt** window to record money received, the software enters this amount as the default amount received.

Creditor Information

The software keeps a running total of the payable amount of interest and principal accrued by the defendant/creditor.

Sheriff or Chief information

The software keeps a running total of the amount of commission and fees owed to the law enforcement agency.

Remarks

Enter any comments regarding the garnishment. Click the Lookup button (Ctrl+E) to enter the text editor.

If your agency has defined outlines for this field and you click the Lookup button (Ctrl+E), a window displays the outlines from which to choose.

Judgmnt Due

The software calculates the amount left to be paid on the judgment/principal.

Interst Due

If a receipt is recorded and the amount received is not enough to cover the interest accrued up to that time, this field displays the difference between the amount of interest accrued and the amount paid by the receipt.

Last Receipt

The date of the most recent receipt from this defendant, as recorded through the Receipt window. Even if the last receipt was reversed (through the **Undo** button), this field shows the date of the receipt.

Recording receipts for money garnished

Each time money is garnished from the defendant, display the appropriate Civil Garnishment record. Then, select the **Rcpt** button. The Receipt detail window opens so that you can record that receipt.

The screenshot shows the 'cgrecept' window with a menu bar (File, Edit, Search, Tools, Help) and buttons for Accept, Cancel, and Previous. The form contains the following fields and values:

Sequence #	3	Interim #	1	New Interst	2169.77
Receipt #	501				
When Applied	04/12/17	4096	days		
Interest Rate	12.000 %				
Amt Received					
Description					

Applied Amounts:

- To Interest
- To Fees
- To Commissn
- To Judgment

User: sds OVR

Fields in the Receipt detail window

The Receipt detail window contains the following fields:

Sequence #

The software records the number of receipts made for each garnishment record. An “undo” is considered a receipt.

Interim #

The current interim. If you print a return for this garnishment before the garnishment has been closed, the software asks whether to change to a new interim. If you change to a new interim, the screen displays only current fees. If you leave the interim the same, the screen displays accumulated fees.

Receipt #

The software enters the next sequential receipt number. You can change this value if necessary.

When Applied

Enter the date the receipt was applied against the charges accrued. The software enters the current date as the default value. Next to the date, the software displays the number of days since the last receipt that was not reversed.

Interest Rate

The percentage of interest to be charged. If you entered a fixed interest rate at the Garnishment record (for example, 12%), the software enters that rate here and makes this field display-only.

If you entered a floating interest rate at the Garnishment screen (-1.000), the software displays the current interest rate.

If multiple interest rates apply—for example, if more than one interest rate change has occurred since the last receipt—or if you need more information on interest rates, refer to [“Calculating interest” on page 58](#).

NOTE

If the interest rate in the parent record (located on the Garnishment screen in the Civil Process table) is 0.0%, the software will not allow you to change the value in the **Interest Rate** field of the Receipt detail window.

Amt Received

Type the amount of money received at this time. From this amount, the software calculates the amount to be applied toward principal, toward interest, toward fees, and toward commission.

To calculate payoff from the current date, press Ctrl+N. The software will take into account interest, commission, and fees owing. You can also calculate the total future payoff amount by entering a future date in the **When Applied** field and then pressing Ctrl+N at the **Amt Received** field.

Description

Type any applicable comments.

New Interest

The software calculates the interest according to the values listed in the **When Applied** and **Interest Rate** fields.

Applied Amounts

From the **Amount Received**, the software calculates the amount to be applied to interest, to commission, to fees, and to judgment. For more information on how the software calculates these amounts, see [“Calculating interest” on page 58](#), [“Calculating commission” on page 59](#), and [“Calculating fees” on page 60](#).

NOTE

In addition to recording the receipt through the Civil Garnishments screen, you might want to record a service attempt. This lets you automatically record service and mileage charges. Record unsuccessful service attempts for all but the final payment.

Information that the software enters on the Charges/Payments screen

From the Civil Garnishment screen, you can use the **Rcpt** button to open a detail window in which you can record incoming receipts. When you add information to the detail window, the software makes automatic entries to the Charges/Payments screen as follows:

- A Commission entry showing commission due to the law enforcement agency and a Charge entry showing that amount being charged to the defendant.
- A Garnishment Interest entry showing the interest due and Charge entry charging that amount to the defendant
- A Garnishment Principal entry showing amount due to principal and a Charge entry charging that amount to the defendant
- A Garnishment Receipt entry showing the amount received from the defendant
- If there are any outstanding fees, for example, mileage or service charges, and if there is money left over after payment of interest and commission, the software uses as much of the remaining receipt as necessary to pay off the fees.

Determining the payoff amount for a garnishment

At any given time, the software can calculate exactly how much money must be received to achieve a complete payoff of the debt for any given date of payoff:

1. Open the Civil Garnishments screen, and display the record for the garnishment in question.
2. Select the **Rcpt** button to open the Receipt detail window.
3. Enter information in the window as normal, and enter the date the payment will be made. At the **Amt Received** field, press Ctrl+N.

The software calculates the exact amount owing, according to the **When Applied** date, and enters that value in the **Applied Amounts** fields.

4. If this is the amount received, enter any additional information and click the **Accept** button (Alt+A) to complete the transaction.

If the money is not being received at this time, click the **Cancel** button (Alt+C) to exit the window without recording a receipt.

Calculating interest

The Civil Process module lets you charge either fixed or floating interest on a judgment, depending on the will of the court.

Calculating interest at a fixed rate

If the interest charged is to be at a fixed rate, enter that rate in the **Int Rate** field in the Civil Garnishment record for this judgment. The amount of interest charged at each receipt will be calculated according to the following formula:

$$I = \{(rate/365 \times (days\ since\ last\ receipt) \times (unreceived\ balance) / 100\}$$

Calculating interest at a floating rate

If the rate is not fixed, enter **-1.000** in the **Int Rate** field in the Civil Garnishment record for this judgment. This value signals the software to charge a floating interest rate.

When the user records a receipt for a judgment that has a floating interest rate, the software computes the interest rate from a history of rate changes. If only one interest rate applies since the last receipt, the **Interest Rate** field in the Receipt detail window displays that interest rate and the software computes interest as for a fixed interest rate.

If the interest rate has changed more than once since the date of the last receipt, an interest rate window appears showing, for each rate change, the date the interest changed and the rate in effect for that date. The software displays the prompt `Tap ENTER` to charge interest at the rates displayed, or enter the interest. You have the following options:

- You can press Enter to charge interest at the rates displayed. This takes into account each interest rate displayed. If you do this, the field displays `-1 . 000` to indicate that multiple interest rates have been taken into account. For example, suppose that over a period of time the following interest rate changes were in effect.

December 11, 2015–March 13, 2016	7.25%
After March 13, 2016	8.00%

For a receipt covering the dates February 1, 2016 to April 10, 2016, interest would be charged at 7.25% for 41 days (time period up to March 13) and at 8% for the time period between March 13 and April 10.

- You can enter a single interest rate to charge for the entire period. The software then calculates interest as for a fixed interest rate.

Calculating commission

When the Civil Process software calculates the commission owed, it takes into account the following factors:

- Either the amount of money received to date plus the current receipt amount, or only the current receipt amount to compute commission owed, depending on how your software is set up.
- The amount entered in the **Max Commission** field of the Civil Garnishment record. If the entry in this field is `-1`, the software allows unlimited commission.
- Depending on how your SAA has set up your software, a sliding scale with an additional flat fee charge may be used to calculate commission owed (for example, on amounts less than \$200, 5% of the payment plus

a \$5.00 flat amount; on amounts \$200 or over, 3% of the payment plus a \$5.00 flat amount).

When a payment is received, the program first subtracts the sheriff's fees from the receipt. It then calculates the commission percentage and the flat rate. If money remains after the sheriff's fees and commission are paid, the program pays the full interest owed or as much of the interest as there is money remaining after fees and commissions are deducted. Finally, any monies remaining are applied against the outstanding principal.

NOTE

The default order for the payment priorities is: Fees, Commission, Interest, Principal. To change the payment order, open the Application Parameters table (apparam), search for the `cgcash` parameter, and change the order of the letters in the **Application Parameter Values** field. For full details, consult your setup procedure.

If the amount to be applied toward commission is more than the maximum commission amount, the amount to be applied toward commission is changed to make the amount of commission received equal to the maximum allowed.

Calculating fees

The Civil Process module allows fees generated from, for example, service attempts or mileage charges, to be deducted from garnishment receipts whenever they accrue. When a receipt is entered, the amount remaining after deducting interest and commission is applied against any outstanding charges that the Bill To person owes. The money applied to fees is recorded on the Charges screen as cash received from the Bill To person. If there is not enough money left over after payment of interest and commission to pay fees, the Bill To person is responsible for paying them.

Note that monies received that are not received as garnishment, for example, money received with the process, are applied directly toward payment of fees.

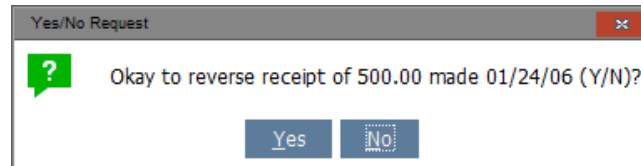
Undoing a receipt

Once you record a receipt, you can reverse that entry, if necessary, by using the **Undo** button on the Continuing Garnishment screen. Using **Undo** updates the balances (for example, on the principal) without erasing the reference to the original receipt entry.

To undo a receipt:

1. On the Civil Garnishment screen, display the record for the garnishment in question.
2. Select the **Undo** button.

The screen displays the most recent receipt for this garnishment and a prompt similar to the following.



3. Click **Yes** or press Enter to reverse the receipt. Click **No** or type **n** and press Enter to leave the receipt as is.

Information that the software enters in the Charges/Payments screen

Each time you use the **Undo** button to reverse a transaction, the software makes the appropriate entries at the Charges/Payments screen. For example, if you use **Undo** to reverse the transaction described in “[Recording receipts for money garnished](#)” on page 55, the software makes the following entries in the Charges/Payments screen:

- A Commission entry showing the commission due to the law enforcement agency and a Reverse entry showing that amount being reversed to the defendant
- A Garnishment Interest entry showing the interest due (which appears in the **Other** column) and a Reverse entry reversing that amount to the defendant
- A Garnishment Principal entry showing the amount due to principal (which falls in the **Other** column) and a Reverse entry reversing that amount to the defendant
- A Garnishment Receipt entry reversing the amount originally received.

Printing garnishment returns

You can print continuing garnishment returns directly from the Civil Garnishment screen. The process does not have to be returned for you to print a garnishment return:

1. At the Civil Garnishment record, select the **Rtrn** button.

The software displays the following prompt:

OK to Proceed, Cancel to abort

2. Press Enter to proceed with the printing. The screen displays:

Increment to the next interim (Y/N)?

3. You can change the interim:

- To change the interim on the next receipt, click **Yes** or press Enter.
- To leave the interim the same, click **No** or type **n** and press Enter.

Each return prints information for the previous interim.

The software prints a continuing garnishment return, which includes information on receipts recorded in the previous interim for the current process.

Printing a Civil Garnishment Spread Sheet report

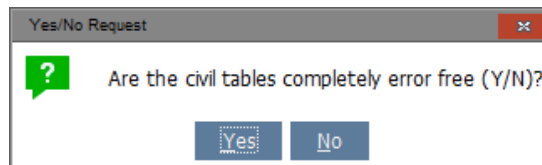
The Civil Garnishment Spread Sheet report program (*rpcgss*) creates a report that is much like a spreadsheet. This program can be found in the Civil Process Reports menu. For more information on this report, see [“Civil Garnishment Spread Sheet” on page 79](#).

Including Outstanding Balances in Reports

Run the Civil Integrity program (`civlnteg`) only after a software upgrade or if the Civil Accounts Payable and/or Civil Accounts Receivable appears to be incorrect. This program ensures that all outstanding civil account balances (either payable or receivable) are included in the following reports: Civil Accounts Payable Summary, Civil Accounts Receivable Summary, and Civil Check Print/Post.

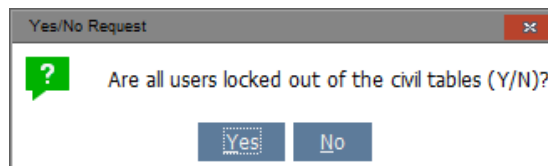
To run the Civil Integrity program:

1. Run the Civil Integrity program from the Civil Process menu or by entering `civlnteg` at the command line. The software displays the following prompt.



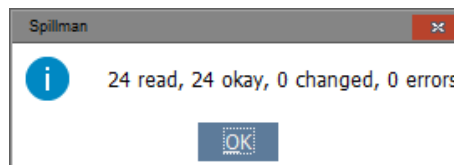
2. Click **No** or type **n** and press Enter to continue, or click **Yes** or press Enter to cancel the Civil Integrity program.

If you select **No**, the software displays the following prompt.



3. Make certain that no one is using the Civil Process module. Then, click **Yes**. (Or, click **No** to cancel the Civil Integrity program.)

The software runs the integrity program. When it finishes, a message similar to the following will appear on your screen.



4. Click **OK** or press Enter to remove the message from the screen.

Printing Checks for Persons Payable

After you print a summary of accounts payable, use the Civil Check Print/Post (`rpcpchks`) report program as follows to print checks for those persons who are payable. The report is available from the Civil Process menu.

1. Make sure the check printer is set up and supplied with blank checks.
2. Access the `rpcpchks` report program by entering **rpcpchks** at the command line or by selecting the report from the Civil Process menu.

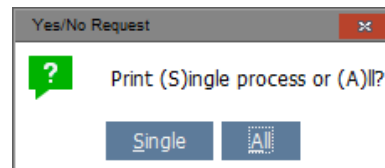
The software displays the previous day's date.

3. To print checks for returns up to and including the previous day's date, press Enter. Otherwise, enter the desired date and press Enter.

The cursor moves to the **Check Number to Start Printing** field.

4. Enter the check number of the first check, and press Enter.

The following message appears.



5. To print checks for multiple processes (all returns up to and including the date indicated), click **All** or type **a** and press Enter. To print checks for a single process only, skip to step 6.

- The software prints the checks if the `checks` parameter in the Application Parameters table is set to Y. Then, the screen displays the following prompt:

Was first check printed successfully?<Y>.

If the first check printed successfully, click **Yes** or press Enter. If the first check did not printed successfully, click **No** or type **n** and press Enter. The software reprints the check.

- If the `checks` parameter is set to N, the software prints a batch report instead.

After the checks are printed, the screen displays the following message:

Okay to post check amounts (Y/N)?

Click **Yes** or press Enter to post check amounts to the Charges screen. The software will adjust the balances accordingly, closing out accounts as needed.

If there is a problem with any of the checks, or with the batch report, click **No** or type **n** and press Enter. The software does not post the amounts. Fix the problem and reprint.

6. To print checks for a single process, click **Single** or type **s** and press Enter. The cursor moves up to a field called **Process Number to Print**. Enter the number of the process for which you want to print checks. Press Enter.

Viewing Information About Checks

Normally, you access the Civil Process Checks table (cpcheck) only to look at the records of checks written and occasionally to modify the **Description** field. Following is a sample Civil Process Checks record.

The screenshot shows a window titled "Civil Process Checks Table" with a menu bar (File, Edit, Search, Tools, Help) and a toolbar with various icons. The main area displays a form for a check record with the following fields and values:

Check Number	12
Date Issued	10/25/01
Name	Eldon S Ledbetter
Description	Process # 1
Amount	80.00
Voided	N
Date Cleared	/ /
G/L Account	-
Batch Number	0

At the bottom of the window, there is a status bar that reads "User: sds | Go forward in current settable" and a button labeled "OVR".

Fields on the Civil Process Checks table

The Civil Process Checks table contains the following fields.

Check Number

The number of the check.

Date Issued

The date the check was issued.

Name

The name of the person to whom the check was made out (payee).

Description

A brief description of the reason this check was issued.

Amount

The amount of the check.

Voided

This field indicates whether the check was voided. Use the Charges screen, not the Civil Process Checks screen, to void checks.

Date Cleared

The date on which the Clear/Void Checks program was used to clear this check. (Do not clear checks from the Civil Process Checks screen.)

G/L Account

This field is no longer used. Leave it blank.

Batch Number

When multiple checks are printed at the same time, they all have the same batch identifying number.

Generating Printouts

This section provides instructions for generating the following printouts:

- Returns (for the current Civil Process record)
- Statement of process costs (for the current Civil Process record)
- Service worksheets (for the current Civil Process record)
- Receipts for cash received (for the highlighted transaction)
- Summary for accounts payable
- Checks for accounts payable
- Summary for accounts receivable

Generating returns for a Civil Process record

To print all applicable returns for the current Civil Process record, use the **Rtrn** button at the main Civil Process screen. (Because the screen toolbar can contain more buttons than can fit on the screen, you might have to use the Up Arrow and Down Arrow keys to see the **Rtrn** button.)

NOTE

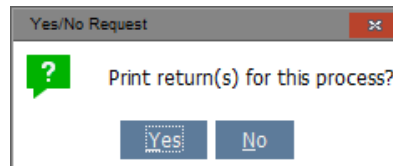
You can generate returns for a process only after an entry is made in the **Date Returned** field. The date entry indicates that the process has been returned to the court.

When you generate returns, the software looks at the **Serve** field in the Civil Name record for each person associated with this process:

- If the entry in the **Serve** field is Y and the service was successful, the software prints served returns for this person for all process types listed in the Civil Process record.
- If the entry in the **Serve** field is Y but the agency could not serve this person, the software prints exparto returns for this person for all process types listed in the current Civil Process record. The exparto returns include all comments from the Service Attempts records for this person.
- If the entry in the **Serve** field is N, the software does not print returns for this person.

Use the following procedure to print returns:

1. Make sure that the **Date Returned** field in the Civil Process record contains a value.
2. From the record, select the **Rtrn** button. The screen displays the following prompt.



3. Click **Yes** or press Enter.

The software informs you of its progress. If a message appears, press Enter to remove the message and allow the software to continue.

Printing returns for a person associated with a Civil Process record

If your agency uses one Civil Process record to serve multiple persons, you can print the returns for any person on the day that person is served. To print a person's returns, access that person's Civil Name record by opening the Civil Names screen (cpnames), a detail screen that you can access from a Civil Process (process) record.

A **Rtrn** button appears on the Civil Names screen, allowing you to print returns for the person whose name is displayed on the screen. Normally, users do not enter a return date until the agency has served all persons associated with the Civil Process. Therefore, the **Rtrn** button does not require you to enter a return date. If you want the return to include the date, enter the date in the **Date Returned** field on the Civil Process record.

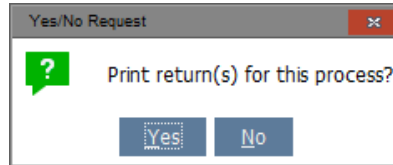
The number of returns printed depends on how your SAA sets up the software. Your agency's SAA can set up the software to:

- Let you print a return for *each process type* that is associated with the person
- Let you print a return for *only the first process type* that is associated with the person

If your SAA has set up the software to let you print a return for each process type, use the following procedure to print returns for a person associated with a Civil Process record:

1. Open the appropriate Civil Process record.

2. Select the **Names** button. Select the **Fwd** button as needed to display the appropriate Civil Name record.
3. Select the **Rtrn** button. The software displays the following prompt.



4. To print returns, click **Yes** or press Enter. The software displays a prompt similar to the following:

Print return(s) for process type SUM?

5. Click **Yes** or press Enter to print the returns for the displayed process type. Click **No** or type **n** and press Enter to choose not to print the returns. Repeat this for each process type as needed. After you make your selections, the software prints the selected returns.

If you click **Yes**, depending on how your SAA set up your software, another dialog box, which displays the print destination, might appear.

6. If the dialog box does appear, do one of the following:
 - To send the receipt to the displayed destination, click **OK** or press Enter.
 - To cancel printing the receipt, click **Cancel**.
 - To change the print destination, click **Options** to open the **Print** dialog box. Then, change your printing options. For more information, see the *RMS User Manual*.
7. When the returns are printed, select the **Exit** button to exit the Civil Names screen.

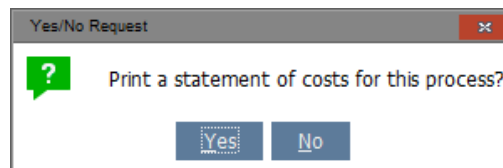
To work with the **Rtrn** button that appears on the Civil Names screen, custom reports require modifications. Spillman Technologies can make these modifications for a fee. The **Rtrn** button that is on the Civil Process screen does not require modifications to work with custom reports.

Generating statements of process costs

This printout details all costs associated with the current Civil Process record, as well as any cash received. The software calculates the final amount due from the Bill To person.

Use the following procedure to print a statement of process costs:

1. Display the Civil Process record for which you want to print a statement of process costs. Then, select the **Stmt** button. The following prompt appears.



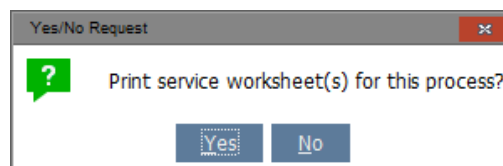
2. Click **Yes** or press Enter. The software generates the necessary records and runs the Statement of Costs in the background.

Generating service worksheets

Using the **Wrks** button on the Civil Process screen, you can print service worksheets for any active Civil Process record. For each person who is to be served in the process, the software prints a service worksheet that includes name and process information, service requirements, and space for you to note details of any service attempt.

Use the following procedure to print service worksheets:

1. Display the Civil Process record for which you want to print service worksheets. Then, select the **Wrks** button. The software displays the following prompt.



2. Click **Yes** or press Enter. The software generates the necessary records and runs the service worksheets in the background.

Printing receipts for cash received

From the Charges/Payments screen, you can use the **Rept** button to print a receipt for a transaction line that contains the record of a cash receipt. Highlight the transaction line. The **Rept** button becomes available. Select **Rept**.

Printing a summary of accounts payable

Before you print Civil checks, run the Civil Accounts Payable Summary (rpcpaps) report program, available from the Civil Process Reports menu, to print a summary of accounts payable. The rpcpaps program prints a listing of all monies to be paid. For each transaction, it includes the Process number, the person owed, and the date, type, description, and amount of the transaction. You can organize the report by Process number or name of person owed.

At the Accounts Payable report screen, the cursor rests at the **Date** field. The report includes all processes that have a date returned that is prior to or equal to the date you enter. Enter the desired date, and click the **Accept** button (Alt+A). Proceed as with any other report.

Printing checks

After you print a summary of accounts payable, you can use the Civil Check Print/Post (rpcpchks) report program to print checks for persons payable. See [“Printing Checks for Persons Payable” on page 65](#) for details.

Printing a summary of accounts receivable

To print a summary of accounts receivable, run the Civil Accounts Receivable (rpcpars) report program. This report is available from the Civil Process Reports menu.

The rpcpars program prints a pre-billing statement showing all monies receivable (for example, any balance in the **Bill-To** column on the Charges screen). The report lists each account by Process Number and name and gives the date, type, description, and amount of each transaction. You can use the following formats for this report:

- Format `rpcpars.r1` organizes information by Process Number.
- Format `rpcpars.r2` organizes information by name.

- Format `rpcpars.r3` gives a billing statement with the total amount due for the process.
- Format `rpcpars.r4` gives a billing statement that includes the process and court numbers and lists the defendant, garnishee and plaintiff.
- Format `rpcpars.r5` gives a billing statement with the total amount due for the Bill To person.

At the Accounts Receivable report screen, the cursor rests at the **Time/Date** field. The report includes all processes that have a time or date received that is prior to or equal to the time or date you enter. Enter the desired time or date, and click the **Print** button (Alt+P). Proceed as with any other report. For more information, see the *RMS User Manual*.

Generating Civil Process Reports

In addition to the Civil Accounts Payable and Civil Accounts Receivable reports, the Civil Process module offers the reports described in this section. These reports are available from the Civil Process Reports menu. You can also access a report quickly by entering its program name at the command line.

Process Status Summary

The Process Status Summary report (`rpcpsr`) lists all civil processes that can be served and that meet the criteria you enter. The report includes the process description, the number received, and the status (active, served, returned/unserved).

- Format `rpcpsr.r1` sorts information by process type.

Outstanding Civil Process Report

The Outstanding Civil Process Report (`rpcpocp`) lists all parties who have not yet been served. The report is sorted by officer assigned and includes the assigned officer, Process Number, court number, person to serve, date received, and expiration date.

- Format `rpcpocp.r1` sorts information by process type.

Officer Assigned Summary

The Officer Assigned Summary report (`rpcpoar`) lists all civil processes to which a particular officer is assigned. The report includes the assigned officer, process type, Process Number, time/date received, disposition, and date returned.

Process Summary by Officer

The Process Summary by Officer report (`rpcpoir`) lists all civil processes with which a particular officer is associated. The report includes the process ID, court date, court number, person served, and officer responsible. You can choose from the following formats:

- Format `rpcpoir.r1` sorts information by officer.
- Format `rpcpoir.r2` sorts information by person served.

Process Served Summary

The Process Served Summary report (`rpcpps`) lists all served civil processes that meet the search criteria you enter. The report includes the date received, Process Number, person being served, process type, and date and time the process was served.

- Format `rpcpps.r1` sorts information by process, ordered by the date the process was received.

Total Process Served

The Total Process Served report (`rpcpcs`) lists served processes and includes the assigned officer, the process type, and the number of processes served by the officer. You can choose from the following formats:

- Format `rpcpcs.r1` sorts information by officer and process type.
- Format `rpcpcs.r2` sorts information by process type only.
- Format `rpcpcs.r3` sorts information by location and process type.
- Format `rpcpcs.r4` sorts information by those served with no charges, and by process type.
- Format `rpcpcs.r5` sorts information by Process Number served with no charges, and by process type.

Time for Process Service

The Time for Process Service report (*rpcrtfss*) provides a summary of criminal processes served within the time period that you specify. All formats list the Process number and type, the court and defendant, the date received and date served, and the time required for service.

- Format *rpcrtfss.r1* sorts information by officer and includes the officer responsible for service.
- Format *rpcrtfss.r2* sorts information by court and gives the average time for service for all processes coming from that court.
- Format *rpcrtfss.r3* sorts information by type and gives the average time required to serve each process type.

Days for Service, by Officer

The Days for Service, by Officer report (*rpcpdrso*) lists all served civil processes that meet the search criteria you enter. The report includes the assigned officer, process type, the number of processes served, and the average number of days required for service.

- Format *rpcpdrso.r1* sorts information by officer.

Days for Service, by Type

The Days for Service, by Type report (*rpcpdrsp*) lists all served civil processes that meet the search criteria you enter. The report includes the process type, the number served, and the average number of days required for service.

- Format *rpcpdrsp.r1* sorts information by process type.

Civil Process Service Attempts

The Civil Process Service Attempts report (*rpcpcpsa*) provides a summary of attempts to serve civil processes during the specified time period.

- Format *rpcpcpsa.r1* gives a summary of civil process service attempts.

Process Service Statistics

The Process Service Statistics program (`rpcppssr`) provides a report, by day of week and time of day, of the number of civil papers served within the time period you specify.

- Format `rpcppssr.r1` sorts information by process date and time of day.

Cash Received Summary

The Cash Received Summary report (`rpcpcrr`) lists the cash received within a specified period for the given Name Number.

- Format `rpcpcrr.r1` sorts information by Process Number.
- Format `rpcpcrr.r2` sorts information by name.

Civil Accounts Payable

The Civil Accounts Payable program (`rpcpaps`) prints a listing of all monies to be paid. For each account, it includes the Process Number and person owed, as well as the date, type, description, and amount of the transaction. Run this report before printing Civil Process checks.

- Format `rpcpaps.r1` sorts information by Process number.
- Format `rpcpaps.r2` sorts information by name.

Civil Accounts Receivable

The Civil Accounts Receivable program (`rpcpars`) prints a pre-billing statement showing all monies receivable. The report lists each account by Process Number and name, and gives the date, type, description, and amount of each transaction.

- Format `rpcpars.r1` sorts information by Process number.
- Format `rpcpars.r2` sorts information by name.
- Format `rpcpars.r3` prints a Civil Billing Statement I.
- Format `rpcpars.r4` prints a Civil Billing Statement II.
- Format `rpcpars.r5` prints a Civil Billing Statement III.

Civil Cash Disbursements Report

The Civil Cash Disbursements Report (`rpcpcdr`) lists the cash disbursed within a specified period and for the given Name Number. You can choose from the following formats:

- Format `rpcpcdr.r1` produces the Cash Disbursed Report.
- Format `rpcpcdr.r2` produces the Cash Disbursed Report by Name.

Civil Check Print/Post

The Civil Check Print/Post program (`rpcpchks`) lets you print Civil Process checks for all accounts payable. Before you print checks, run the Civil Accounts Payable Summary program (`rpcpaps`).

Civil Garnishment Spread Sheet

For the specified Civil Process number, the Civil Garnishment Spread Sheet (`rpcgss`) lists each receipt, amount received, sheriff's fees and commission, interest, amount applied to principal, and the balance of the garnishment.

- Format `rpcgss.r1` prints a standard-width spreadsheet.
- Format `rpcgss.r2` prints a spreadsheet formatted for a wide carriage (132-column) format.

For information on reports available from the Hub module, see the *RMS User Manual*.

Chapter 2

Administrator Information

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Introduction

The following tasks must be completed to set up the Civil Process module:

- [“Setting Up Code Tables” on page 83](#)
- [“Setting Up the Civil Process Module” on page 89](#)
- [“Setting Up Civil Process Module Security” on page 96](#)

For more information on setting up the software, see the *Application Setup and Maintenance Manual*, the *Security Setup and Maintenance Manual*, and the *Code Table Setup and Maintenance Manual*.

Setting Up Code Tables

This section lists the code tables for setting up the Civil Process Module.

NOTE

The software contains code tables for all modules, including those modules that might not be used by your agency. Even though you can access all the code tables, you will maintain only the code tables for the modules that your agency has purchased.

The code tables listed in this section are listed in the order that they are displayed in the Administration Manager. Each code table listed contains:

- The code table name that appears on the screen.
- The program name.
- A description of the fields in the code table.

cgtbdisp

Garnishment Disposition is a pre-loaded code table used in the **Disposition** field on the Civil Garnishment table.

Disposition Code

3 characters, alphanumeric field. A code for the disposition of a garnishment, for example, active, pending, or closed.

Description

30 characters, alphanumeric field. A description of the disposition.

Action Code

3 characters, coded field. Click the Lookup button (Ctrl+E) to open a list of valid codes. Define at least one disposition for each of the following codes.

Code	Description
1	Closed
2	Active
3	Pending

cgtbhint

The Interest History Table is used by the Continuing Garnishment program to allow an agency to charge floating interest on a garnishment. In the Interest History Table, you record each interest rate change and the date the rate

changed. Then, when a receipt is recorded for a garnishment with a floating interest rate, the user is given the option to charge interest using *all* rate changes in effect since the last receipt for this garnishment or to charge interest using the current interest rate.

When Interest Changed

Date field, format *mm/dd/yyyy*. The date the interest rate change went into effect.

Annual Interest Rate

Numeric field, maximum percentage 99.999. The new interest rate.

cgtbrcom

Commission on Receipt Schedule is a pre-loaded code table used to define how commissions on continuing garnishments are to be calculated at each receipt. This lets the agency compute commission on each receipt, based on the amount of money received to date (plus the current receipt amount, if the cgtbrcom setting is set to Yes).

Min

21 characters, numeric field. The minimum receipt for which the following flat rate amount and percentage apply. For example, if the rates are to apply to receipts between \$200.00 and \$399.99, enter **200.00**.

Flat

21 characters, numeric field. The flat rate to charge for commission.

Rate

21 characters, numeric field. The percentage of the current receipt to charge for commission in addition to the flat rate taken.

cptbdisp

Civil Disposition is a pre-loaded code table used in the **Disposition** field on the Civil Process table.

Disposition Code

3 characters, alphanumeric field. A code for the disposition of a civil process, such as served or attempted to serve.

Description

30 characters, alphanumeric field. A description of the disposition code.

Active Code

1 character, alphanumeric field. Enter **y** for yes if the disposition is active and you want to create an alert flag for the disposition. Enter **n** for no if the disposition is inactive.

If a Civil Name record contains an active disposition, then an alert flag appears on all records that reference the person's Name record. The software uses the information you enter in the **Description** field for the alert flag text.

If you change a disposition that is being used from active to inactive (or vice versa), the software does not automatically update the alert flag.

NOTE

You must have Super User status to change whether a disposition is active to inactive if that disposition is being used.

To update the alert flag:

1. Open the Civil Process table. For each Civil Process record, open the Civil Names screen.
2. Click **Srch**. The cursor rests in the **Disposition** field.
3. Enter the disposition code that has been modified, and click **Accept** (Alt+A).
4. For each record in the selection set, update the disposition code by performing the following tasks:
 - Click **Mod**, and enter a different code (any code other than the original one) in the **Disposition** field. Then, click **Accept** (Alt+A).
 - Click **Mod** again, and enter the original code in the **Disposition** field. Then, click **Accept** (Alt+A).

Return Code

1 character, alphanumeric field. Helps ensure that all parties are served before the civil process is returned to court. Enter **y** for yes if the disposition is for civil processes that have been served. Enter **n** for no if the disposition is for unserved civil processes.

Entering **n** prevents a user from entering a date in the **Date Returned** field on the Civil Process screen if any of the associated Name records contain a disposition for an unserved civil process. Before a date can be entered, the user must change the disposition in the associated Name record to a disposition that has a return code set to Y or left blank.

cptbproc

Civil Process Type is a pre-loaded code table used in the **Process Types** field on the Civil Process table.

Civil Process Code

3 characters, alphanumeric field. A code indicating the type of civil process stored in this record, such as affidavit, subpoena, eviction, transfer, arrest, or warrant.

Description

30 characters, alphanumeric field. A description of the civil process code.

Internal Action Code

2 characters, coded field. Click the Lookup button (Ctrl+E), and select a code from the list that appears.

Define at least one civil process code for each of the following internal action codes.

Code	Description
0	Other
1	Cash Receipt
2	Cash Disbursed
3	Mileage Charge
4	Charge the Bill-To Person
5	Void Check
6	Property Sale
7	Property Receipt
8	Commission
9	Garnishment Interest
10	Garnishment Principle

Code	Description
11	Garnishment Receipt
12	Continuing Garnishment
13	Cash Transfer
14	Transfer Receipt

Use the following guidelines for entering internal action codes:

- For internal action codes 1–2, you can define *only* one civil process code.
- For internal action codes 3–9, you can define multiple civil process codes. However, you can assign the positive value of the action code to only one of the civil process codes. Assign the negative value to all other civil process codes associated with the internal action code. For example, if your agency has two ten-codes that use the action code 4, enter **4** in the **Internal Action Code** field for the first civil process code. Enter **-4** in the **Internal Action Code** field for the second code. The software treats 4 and -4 as the same action code.

Served Return Script Name

12 characters, alphanumeric field. The name of the script that should be printed if the process is returned served. Enter a script name in this field *only* if the internal action code is 0 (zero).

The following scripts come with the software:

- garnish.r1
- trustee.r1
- contgarn.pl
- warrant.r1
- propret.r1
- returns.pl
- returns.r1
- returns.p3
- subpoena.r1
- returnsp.1
- summons.r1
- returnsp.3

Unserved Return Script Name

12 characters, alphanumeric field. The name of the script that should be printed if this process is returned unserved. The software comes with the exparto.r1 script.

Enter a script name in this field *only* if the internal action code is 0 (zero).

Amount Charged for Process

Numeric field, maximum value 9999.99. The amount charged for the civil process. Enter a value in this field *only* if the action code is 0 (zero).

cptbresp

Responsible Party is a pre-loaded code table used in the **Name Type** field on the Civil Process screen.

Responsible Party Code

1 character, alphanumeric field. A code indicating the type of person responsible for the specified action, such as officer, defendant, or attorney.

Description

15 characters, alphanumeric field. A description of the responsible party.

Action Code

4 characters, coded field. The action code associated with the responsible party code. Click the Lookup button (Ctrl+E) to open a list of valid action codes.

Define at least one responsible party code for each of the following action codes.

Code	Description
1	Defendant
2	Witness
3	Garnishee
4	Plaintiff
5	Attorney
6	Other

Setting Up the Civil Process Module

This section provides the setup instructions for the Civil Process module. Be sure to define common codes and Civil Process codes as instructed in the *Code Table Setup and Maintenance Manual* and in “[Setting Up Code Tables](#)” on page 83.

Also define the common settings (application parameters) listed in the *Application Setup and Maintenance Manual*.

Setting up application parameters

In the Application Parameters table (apparam), set up the following settings (application parameters) as needed.

Parameter	Description	Value
cchecks	Print Checks in Civil?	YES/NO
	Set cchecks to YES if your agency will print checks directly from Civil. Set it to NO if your agency will not print checks directly from Civil. The default value is NO.	
cgcash	Garnishment Receipt Order	Alphanumeric
	Sets the order in which garnishments are paid out. The default value is cfi where c =commission, f =fee, and i =interest.	
civlrcpt	Civil Receipt Script	Filename
	Specifies the script for printing Civil receipts. The default value is civlrcpt.fl .	
civlwrks	Civil Worksheet Script	Filename
	Specifies the script for printing Civil worksheets. The default is civlwrks.rl .	

Parameter	Description	Value
cpactdsp	Default Active Disposition	Coded
	Sets the code (from cptbdisp) that the software enters in the Disposition field of active Civil Process records. The default value is ACT.	
cphightpt	Charge Highest Costing Process	YES/NO
	Set cphightpt to NO to sum all amounts for all process types. Set it to YES to use only the highest amount charged for all process types in any given record. The default value is NO.	
cpmilesr	Civil Mileage Rate	Amount
	Sets the rate per mile for Civil Process mileage charges. The default value is 1.14.	
cponeret	Print One Civil Return	YES/NO
	Determines the number of returns that your Civil Process users can print when they click the Rtrn button on the Civil Names screen. <ul style="list-style-type: none"> To let users print a return for <i>only the first process type</i> associated with the person, set cponeret to YES. To let users print a return for any process type associated with the person, set cponeret to NO. 	
cpstmt	Civil Statement of Costs Script	Filename
	Specifies the script for printing a statement of costs. The default is statemnt.r1. Select statemnt.p1 to list the docket number, plaintiff, and defendant.	
cgcompnd	Compound Garnishment Interest	YES/NO
	Set cgcompnd to YES to make the software compound interest. Set it to NO to charge simple interest. The default value is NO .	
cgmaxcom	Maximum Commission Amount per Garnishment	Amount
	Specifies the maximum commission the law enforcement agency can receive. The software enters the value automatically into the Continuing Garnishment record, but the user can override the value as needed for a particular garnishment.	
cgtbrcom	Add Current Receipt to Previous Receipts	YES/NO
	Affects how quickly the law enforcement agency receives commission. If you set cgtbrcom to YES , the software calculates commission with each receipt, using both the current receipt and all previous receipts. If you set cgtbrcom to NO (the default value), the software calculates commission according to only the previous receipts.	
notary	Notary Public Reports Text	Text
	Enter the block of text to appear at the bottom of each Civil return. If no notary is needed, delete this parameter or enter other appropriate text.	

Making Names entries

For a user to enter service attempts via the Civil Service Attempts Entry screen, the **Agency** field of that user's `apnames` record must contain the code of the agency using the Civil Process module. Be sure that the agency code in `apnames` is correct for all users who require access to the Civil Service Attempts Entry screen.

Creating the Name record for the agency CEO

For the software to properly assign charges and receipts, the agency's CEO (sheriff or chief) must be identified in the **Agency CEO Name ID** field of the Agency Codes table (`apagency`). This field is coded to the **Name Number** field in the Names table, so the Names table must include a Name record for the CEO.

Give the CEO Name record an easy-to-remember Name Number such as **SHERIFF** or **CHIEF**. Create a separate Name record for the actual person who is the CEO. Using the generic CEO Name record makes it possible for the sheriff or chief to change without breaking the Civil Process module.

Refer to the *Code Table Setup and Maintenance Manual* for instructions on setting up the Agency Codes table and completing the **Agency CEO Name ID** field.

Accumulating amounts owed to sheriff

The software allows the agency to accumulate amounts due to the sheriff from multiple processes and then periodically print a check to the sheriff for these amounts. To allow this, you must do the following:

1. Verify that a generic CEO Name record exists. If it does not, then create one. For more information, see [“Creating the Name record for the agency CEO” on page 91](#).
2. In the Agency Codes table (`apagency`), make sure the **Agency CEO Name ID** field contains the Name Number for the generic CEO Name record.
3. Enter a permanent record in the Civil Process table (`process`) with **Process number** and **Bill To** fields equal to the sheriff's Name ID.

Using Return Scripts

In the Civil Process Type Codes table (`cptbproc`) you define all process and transaction types used in the Civil Process module. If you want a process to generate returns, you must do the following:

1. Give that process type code an internal action code of 0 (zero). (Make sure that you actually enter 0, rather than simply returning through the field.)
2. Enter the appropriate script names in the **Served Return Script Name** and **Unserved Return Script Name** fields.

Suggested uses for the various scripts follow:

- In the **Unserved Return Script Name** field, enter `returns.r1`.
- In the **Served Return Script Name** field, enter `returns.r1` for general returns. Use one of the following scripts for more specific returns.

Script	Use
<code>contgarn.p1</code>	Use this return for continuing garnishments.
<code>propret.r1</code>	You can use this return for a number of process types, including property executions and attachments. This return script includes up to three pages of text from the Description field regarding miscellaneous type involvements associated with the current process record. For example, each item of property confiscated with this process may be described in a miscellaneous involvement.
<code>returns.r1</code>	Use this return for any general process. This return script is the same as <code>returns.r1</code> except that <code>returns.p1</code> includes the court number and the fees associated with the process. If you use <code>returns.p1</code> as the served return, <code>returns.p1</code> is also used as the unserved return, regardless of what you specify as the unserved return.
<code>returns.r2</code>	Use this return for any general process. This return script is the same as <code>returns.r1</code> except that <code>returns.p2</code> lists all defendants on one return. To use <code>returns.p2</code> as the unserved return script, you must also use it as the served return script.

Setting up a check printer

In addition to the regular printer used for printing reports and so forth, you must define a secondary printer for printing checks. (This can be the same printer with a second definition.)

Set up the printer using the following guidelines:

- Define the printer in the operating system. You must define the printer as a “raw” printer or a plotter. Refer to your operating system documentation for instructions. As mentioned above, you can use a printer already used for printing regular reports. The printer will simply have two definitions in the operating system: one regular definition and one defining the printer as the raw printer.
- To set the SPOOLER, see the *Code Table Setup and Maintenance Manual*.
- Remember that if you have a printer working as a regular printer and as a “raw” printer (printing both reports and checks), you must change the paper in the printer each time you switch from printing reports to printing checks, and vice versa.

Setting next check or receipt numbers

You can let the software automatically increment the check/receipt number (beginning with 1). Or, you can designate the next check number (for disbursements) or the next receipt number. To modify the next check/receipt number, follow the steps below:

1. Access the Internal Record Number Maintenance table (sylnrgids).
2. Click the **Srch** button and enter search data in the **Table Record IDs are For** field. Use one of the following table names:
 - cptchk (Civil Checks)
 - cptrcpt (Civil Receipts)
3. Click **Accept** (Alt+A) to begin the search.
4. With the correct record displayed on the screen, click **Mod**. In the **Next Available LONG Record ID** field, enter the check/receipt number to appear on the next check/receipt printed from Civil Process. The software automatically increments check/receipt numbers, beginning with the number you enter.

Establishing commission on receipt schedule

In the Commission on Receipt Schedule code table (cgtbrcom), you define how commissions on continuing garnishments are to be calculated at each receipt. This lets the agency compute commission on each receipt, based on the amount of money received to date (plus the current receipt amount, if the cgtbrcom setting (application parameter) is set to Y).

For example, you can enter Commission on Receipt Schedule records indicating the following:

- For amounts less than \$200, the charge is 5% of the current payment plus a \$5.00 flat amount.
- For amounts of \$200 or more, the charge is 3.5% of the payment plus a \$5.00 flat amount.

The fields in the Commission on Receipt Schedule code table are as follows.

Minimum Payment

Numeric field, maximum 999999999.99. The minimum receipt for which the following flat rate amount and percentage apply. For example, if the rates are to apply to receipts between \$200.00 and \$399.99, enter **200.00**.

You will set the maximum amount in the next record you enter—after you complete the remaining fields of this record. For example, to set the maximum amount in the above example, enter **400.00** in the **Minimum Payment** field of the next record.

Flat Rate Amount

Numeric field, maximum 999999999.99. The flat rate to charge for commission.

Percent of Receipt

Numeric field, maximum 99.999. The percentage of the current receipt to charge for commission *in addition to* the flat rate taken.

NOTE

Some agencies do not charge commissions on garnishments over a certain value. For example, an agency might have a policy of not collecting commissions on any value greater than \$500.00. Such an agency would create a record like this one:

- Minimum Payment: 500.00
- Flat Rate Amount: 0.00
- Percent of Receipt: 0.00

This record would be the last record appearing in the table. Previous records would define the commission schedule for amounts less than \$500.00.

Defining application cue cards

You can define application cue cards for the fields listed below. For instructions, see the *Application Setup and Maintenance Manual*.

Table	Field Label	Key for accessing cue cards
Civil Names	Service Requirements	cpntext.reqmnt
Serv/Attempts	Comments	cpserve.desc
Civil Garnishment	Remarks	cgmdesc.desc

Defining record number format

The software automatically numbers records, but your agency might want to define a special numbering method, for example, one that uses a two-digit year prefix before the record number. If multiple agencies use the software, you can designate a different numbering system for each agency. You can also change the increment of record numbers if necessary. For more information, see the *Application Setup and Maintenance Manual*.

Setting Up Civil Process Module Security

This section lists the Civil Process menus, tables, programs, and reports so that you can allow or deny certain groups and individual users access to them. It also lists levels of access that you might find appropriate for your “average user.” These suggestions are general and will not be appropriate for every agency, so consider carefully the unique needs of your agency. *Spillman Technologies is not responsible for any damage caused by inappropriate access privileges.*

In addition to setting up security for each of your agency’s modules, be sure to give all users privileges to basic features of the software as described in the *Security Setup and Maintenance Manual*.

For instructions on assigning privileges, the *Security Setup and Maintenance Manual*.

Giving Access to Menus, Tables, Programs

Users who maintain some or all of the Civil Process tables and programs should have the following privileges to the listed menus, tables, and programs.

Description	Table name	Privileges
Civil Process Menu	civil	Access
Civil Process Table	process	Access/Modify/Add
Civil Garnishment	garnish	Access/Modify/Add
Civil Process Checks Table	cpcheck	Access/Modify/Add
Civil Service Attempts Entry	civlupdt	Access/Add

Giving Access to Reports

Users who run the Civil Process reports need Access privileges to some or all of the following reports.

Report	Name
Cash Received Summary	rpcpcrr
Civil Accounts Payable	rpcpaps
Civil Accounts Receivable	rpcpars

Report	Name
Civil Cash Disbursements	rpcpcdr
Civil Check Report	rpcpchkf
Civil Garnishment Spreadsheet	rpcgss
Civil Process Reports Menu	civilrep
Civil Process Service Attempts	rpcpcpsa
Days for Service, by Officer	rpcpdrso
Days for Service, by Type	rpcpdrsp
Officer Assigned Summary	rpcpoar
Outstanding Civil Process Report	rpcpocp
Payments Summary	rpcpsum
Process Served Summary	rpcppss
Process Service Statistics	rpcppssr
Process Status Summary	rpcppsr
Process Summary by Officer	rpcpoir
Time for Process Service	rpcrtfss
Total Process Served	rpcpcps

Giving Access for Maintenance and Check Printing

Users who maintain the Civil Process module might need to occasionally run the Civil Integrity program (`civilnteg`). Give these users Access privileges to the program. Users who print or void Civil Process checks need Access privileges to the Civil Check Print/Post program (`rpcpchks`).

Giving Access to the Names Description Block

Users who need to access the Names Description block, to add to or modify Civil Name records via the Civil Process table, must have appropriate access to the `nmmain` table.

Note, however, that if you give a user access to `nmmain` only, the user can add/modify/view Civil Names records via the Civil Process table but has only Inquiry access to the Names table when accessing it via the menu. To enable the user to add/modify name records directly, give appropriate access to the `names` program.

Giving Access for Adding/Modifying Involvements to Civil Records

For a user to add/modify/view involvements associated with a Civil Process record, that user must have privileges to the Civil Process screen, the Involvements screen, and the involved tables. (For more information, see the *Security Setup and Maintenance Manual*.)

The following sample lists the privileges necessary to add/modify/view the following types of involvements: Civil Process (CP), Miscellaneous (MI), Names (NM), Property (PR) and Vehicle (VH). If the user needs to add involvements of a different type (for example, Wanted Person), you must give similar access to that involved table.

Description	Name	Privileges
Involvements screen	<code>invl</code>	Access/Add/Modify
Civil Process table	<code>cpmain</code>	Access/Add/Modify
Misc Involvements table	<code>inmisc</code>	Access/Add/Modify
Names table	<code>nmmain</code> (access given above)	Access/Add/Modify
Property table	<code>prmain</code>	Access/Add/Modify
Vehicle table	<code>vhmain</code>	Access/Add/Modify

Note that the preceding sample gives access to the Hub table name and not to the corresponding program name (for example, access to `prmain` and not to `property`). This restriction allows the user to access the involved table only through the Involvements screen. If the user also needs to access an involved table directly (as well as via the Involvements screen), you must give access to both the program name and the table name. For a user to have direct access to the Hub tables, you must give appropriate access to `names`, `property`, and `vehicle`, in addition to the programs outlined above.